PREPARING FOR YOUR INTERVIEW

Can you do the job?
Do you want to do the job?
Are you the right person for the team?

BEFORE THE INTERVIEW

Read the job description. How does it relate to your skills and experiences?
Research the company
Prepare examples to demonstrate your skills
Use the SAR format to outline your skills

DURING THE INTERVIEW

Be polite
Maintain eye contact
Give a firm handshake
Watch for movements that may show your discomfort

Ensure you are easy to hear!
Use a professional tone of voice
No slouching!
Dress professionally
Stay relaxed and engaged

AFTER THE INTERVIEW

Did you:
- Maintain eye contact?
- Have good posture?
- Appear confident, enthusiastic and interested?
- Provide examples of your skills?

Send a personalized note to the interviewer(s) to express your gratitude and reiterate your interest in the position and the company