

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



Mission statement,
projects...

This one time at
Carleton...

SITUATION ACTION RESULT

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

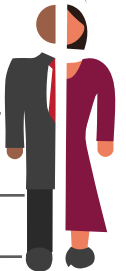
Ensure you are
easy to hear!

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



Career Services
CARLETON UNIVERSITY

@HIRECARLETON_U

CARLETONUCAREER