Interview * Resources

You've applied for a job and an employer has invited you for an interview, congrats! If you have ever had a job interview, you know that it can be overwhelming. This resource was designed to help you prepare for a successful interview!

What happens in an interview?

An interview is an opportunity for you to showcase your skills to an employer. Your resume served to elicit interest in an employer and now you are tasked with providing context for your resume and emphasizing your best qualities. Many interviews will be conducted in person with an employer, though interviews often take place online, by phone, or in a group format as well.



How can you prepare for an interview?

Preparing for an interview will be different for everyone, but is always recommended. An interviewer will notice your preparation.

In some scenarios, you may have limited time to prepare for an interview, and this is perfectly understandable. Many of the suggestions for preparation are general and can be practised regularly so that you are ready when you are asked to participate in an interview.



- Prepare possible interview questions and answers. Some questions are more general (such as your educational background) and other questions will be more specific to the role in question (such as what you know about an organization's goals). Here are some resources with possible interview questions:
- o Sample Interview Questions
- <u>Preparing for specific jobs</u>
- o Interview questions and answers for different sectors
- o <u>Behavioural questions</u>
- Worksheet for answering "Tell me about youself"
- o <u>Questions to ask your employer</u>
- o Ask ChatGPT to generate questions
- Review the job posting to align your answers in a way that proves you are fit for the role.
- Outline questions you have, such as scheduling, that you may want to ask the interviewer.
- If you experience anxiety, try visiting the location of your interview in advance or looking it up on google maps.
 - o Job interview anxiety
 - o Managing interview anxiety
 - o Is interview anxiety bad?

o <u>Try practicing questions with an employment coach at Low Entropy Foundation!</u>

Key components to a successful interview:

- Ensure you are on time, account for traffic delays or tech difficulties!
 - o <u>Online interview tips</u>
 - o <u>When should you arrive for an interview?</u>
- Bring a printed-out resume
- Provide specific examples to demonstrate your skills and qualities.
 - STAR interviewing technique
 - o More information on the STAR Technique
 - Examples of important skills
- Smile! Your body language is important.
 - o <u>Body language in an interview</u>
 - o Infographic on body language
- Take a deep breath before answering a question and take a moment to consider your answer.
- <u>Other tips</u>

Questions that employers are not permitted to ask:

- If you plan to become pregnant
- How old you are
- About disabilities
- Other questions that cannot be asked in an interview
 - o How to address improper questioning
 - o <u>Understand which questions can and can't be asked</u>
 - <u>Applicant's rights in BC</u>

If you are asked discriminatory questions, you can let the employer know that you have a right to skip these questions.

Other great resources to check out:

- Fun practice questions
- BC Public Service Hiring Tips
- How to dress for an interview
- <u>Gender neutral interview clothing</u>
- Job interviews for people with disabilities
- Low Entropy employment services
- What to do after the interview

Good luck, and remember if you need help , just ask us!

