

# Interview Tips for Students



## Prior to the interview

### Research

- **Job description**  
Carefully make a list of all the job requirements and required skill set for the job that you are applying for.
- **Organization**  
Explore the organization's website and make a list of the company's vision, services, products, management structure, organizational culture, history, recent news and initiatives, which you can discuss at the interview.

### Understand yourself and your background

- Review your experience, expertise, skills and accomplishments, and link them to them to the job requirements while answering the interviewers' questions.
- For each item on the requirement list for the position and the organization, identify specific examples from your experience that demonstrate your skills abilities in this area.

### Interview questions

- **Try to anticipate possible interview questions** you might get asked and prepare a possible response.
- **Stick to your natural style** - avoid preparing rehearsed or memorized answers but make sure you know what you want to talk about when given an opportunity to speak.
- **Prepare two or three questions** to ask at the end of the interview which will help you to do your job better or help you decide if the job is the best fit for you.

### Logistics of the interview

- Ask the person scheduling the interview how long it is expected to be.
- Ask if the interview will be done one person or a panel. It can be helpful to find out who your interviewers will be, including names and position titles.
- Find out the structure and nature of the interview. Understanding if there's a written test, demonstration of skill or a psychometric test will be required as part of the interview would help you prepare more fully.
- Know exactly where and when the interview will be taken. If you're not familiar with the location, you may want to visit this location a day or two before to make sure you know how to get there.

### Before the interview day

- Select your outfit. If not sure, stick to the business formals.
- Gather the documents to take with you (e.g. 2-3 copies of your resume and covering letters, copies of appropriate credentials, list of the questions you would like to ask).
- Aim to arrive 10-15min early.

## During the interview

### Engagement

- Make eye contact and shake hands firmly when you arrive and meet the interviewers.
- Pay close attention to the names of the people you're introduced to.
- Listen carefully to the questions, asking for clarification if you need to.
- Try to make eye contact equally with all the panel members as you answer the questions.
- Do your best to stay focused and on topic when providing your answers.
- Be honest if you don't know something.

- Pay attention to the flow of the conversation so you can get a sense of when the interview is drawing to a close.
- Carry business cards if you have them.

As the interview is ending, feel free to ask when the interviewers will be making their decision.

## After the interview

### Do not forget to follow up

- Reflect on your interview and note about what you learned and the questions you had difficulty with so that you can perform better.
- Send a thank you note to the interviewers for their time and the opportunity to interview and meet them.
- If you don't hear from the interviewers by the time they told you they'd be in touch, follow up to ask about the status of the selection process.
- If you are not offered the position, ask the interviewers if they'd be willing to provide you with feedback on your interview.