

Interview Readiness

Interviews can be hosted in various methods. Typically, different methods are utilized to most reliably assess a candidate's qualifications, skills, and abilities. Below we will explore some of the more common methods of being interviewed, what they are, and how to best prepare to showcase yourself positively.

Common Interview Methods

One-on-One Interview

Candidates meet with an interviewer to discuss their qualifications.

Panel Interview

Candidates meet with a group of interviewers. Most commonly the panel will consist of an HR representative, hiring manager, and other relevant professional staff. This allows the panel to gather multiple perspectives.

Technical Interview

Candidates are tested on their technical skills. This may include problem-solving industry-related issues. This is common in fields such as IT and engineering.

Group Interview

Multiple candidates are interviewed together. Group interviews typically involve candidates interacting in group exercises and activities.

Phone Interview

Candidates answer a series of questions through the phone. This method is typically used as an initial screening before moving into in-depth interview methods.

Video Interview

Candidates answer a series of questions by using video software. This can be prerecorded or live video. This may be used to increase convenience and to alleviate the issue of geographical location.

AI Interview

Candidates prerecord or attend a virtual interview. AI then analyzes the information and scores answers, body language, and speech patterns. There may not be a human present at this interview.

How to Prepare for an Interview

Regardless of which method is being utilized during your interview, being prepared is a must! Below, please see our tips and tricks to ensure you feel prepared for your interview.

Before the Interview

- Review the job description!
 - The job description will identify the employer's needs and help to familiarize you with the skills and experiences the employer is looking for.
- Examine why you applied for the job.
 - Did you feel you would be a good fit for the role? Are you passionate about the role?
- Research the company!
 - It is imperative that you know the company that you are applying to. Research the history of the company, their values, and any recent news.
- Prepare some responses to questions they may ask!
 - Carefully go through the job description and draw out the experience and skills they are looking for.
- Know Your Skills.
 - It is important that you know your skill set and how to articulate them in order to relate to the job that you are applying for.
- Contact Your References.
 - It is important that you give your references the appropriate time to prepare for the possibility that they may be contacted.
- Prepare to Ask Questions
 - Think about questions you may want to ask about the role, the workplace culture, or the opportunity for growth within the company.
- Dressing for the job
 - Research the company to find out the culture — when in doubt, always dress up
 - Business casual is always a safe bet (even if the definition has changed!) — keep your look simple and avoid scents

What to Bring

- Copies of your cover letter and resume
 - We recommend bringing at least one printed copy of your resume. You may decide to share it with the interview panel or use it as a reference for yourself.
- List of references
- Identification
- Paper and pen
 - There may be some instances where the hiring panel will provide these items. However, it may be helpful to you to bring your own to take notes.
- Personal Items
 - You may want to consider bringing a water bottle!
 - If you bring your cell phone, be sure to put it on silent and keep it in your bag or pocket.
- Portfolio or Work Sample (if relevant)

During the Interview

- Arrive at least 10 minutes early
- Stay focused and engaged. Open and positive body language is important.

- Be yourself and show your personality
 - Try to connect; take your cues from the interviewer
 - Watch your body language
 - Don't forget that you are interviewing
- Ask the interviewers a question!
 - Some examples:
 - Are there opportunities to advance in this organization if I do well?
 - How would my performance be measured?
 - What is the company culture like?

After the Interview

- Send a Follow-Up Email
 - Send an email thanking the employer for the opportunity. This should express your appreciation for the opportunity and restate your interest in the role.
- If you are given any additional tasks, be sure to complete them without delay.

Know Your Rights!

- An interviewer cannot ask you about:
 - Your age, race, religion, or country of birth
 - However, they can ask if you are legally able to work in Canada
 - Your marital status, or if you plan on having children
 - Any disabilities you may have