

Co-operative Education Interview Quick Start Guide

Interviews can be tough because you never know in advance exactly which questions you might be asked. Thankfully, you can prepare to help your interviews go smoothly. The key is to prepare for your interview as soon as you find out you have one. Remember – this is your chance to impress the employer and to land the job.

First, analyse the job posting and description. This will help you prepare for questions the interviewer will ask you about your relevant skills and experience: why and how are you qualified for this job? Next, research the employer. Many employers ask the question: “Why do you want to work for us?” You need to be able to explain what aspects of the job or company most interest you.

Demonstrate the Top 5 Qualities that Impress

1. Verbal skills – your ability to communicate and answer questions effectively
2. Enthusiasm – your general positive attitude towards the company and the position
3. Appearance – you only have one chance to make a good 1st impression, so make it a good one
4. Honesty/Integrity – be yourself and be honest in your responses
5. Experience – your work experience and accomplishments are important but not top on the list. Experience may get you the interview but all of the other qualities will get you the job.

Avoid Common Interview Mistakes

1. Being late – plan to arrive at least 10 minutes early to make sure you are in the correct location.
2. Dressing too casually – always dress professionally (business casual is fine, ripped jeans are not).
3. Being unenthusiastic – enthusiasm and interest in the job could land you the position, even over someone who is more qualified. Employers know they can teach skills, but not attitude.
4. Not asking questions or thanking the interviewer – always prepare at least one question for your interviewer and remember to thank the interviewer for taking the time to meet with you. Let them know you look forward to hearing from them and shake hands before you leave.
5. Ignoring your digital identity – if you use social media, such as Facebook, Twitter, and blogs, be aware they are public domains. Employers may use these to look you up, so check your security and privacy settings, and know that your employability and your online presence are connected.

PAR Technique

Use this framework to answer questions that begin by asking, “Tell me about a time when...” or “Give me an example of...”

P – Problem - describe the situation or what went wrong

A – Action - what did you do about the problem or situation

R – Result - what was the result (try to choose examples that ended with a positive result)

Be specific, be honest, take credit for your actions, and explain what you learned.

For more information, please see our youtube tutorial:

<http://youtu.be/xleUkvhDy2M>