

# HOW TO PREPARE FOR A JOB INTERVIEW

RESEARCH INDICATES THAT, ON AVERAGE,  
AN INTERVIEWER DECIDES TO HIRE IN JUST  
5 1/2 MINUTES

## PURPOSE OF THE JOB INTERVIEW



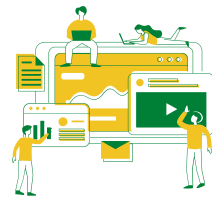
For the employer to find out and for you to showcase:

- what you have to offer in terms of experience, skills and knowledge
- who you are in terms of personality, strengths and interests
- why you should be hired above all other candidates

Employers want to know if you will be able to do the job and be a good fit with the company and the team.

## GETTING READY FOR THE JOB INTERVIEW

There are a few things you can do to get ready for your interview and impress the interviewer.



### KNOW THE COMPANY/ORGANIZATION

- What are the company's products and/or services?
- What is the company's philosophy, mission and values?
- What is the size and structure of the company?
- Who works there? Do you have any personal contacts?

A commonly asked interview question is: "What do you know about our company?". If you are unable to answer this question effectively, employers will see this as a sign of disinterest.

### KNOW YOURSELF

Memorize 5 things that you definitely want the employer to know about you.



designed by freepik

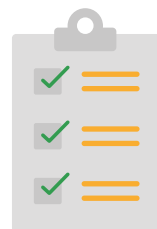
For each of these statements, think about:

- Why is this important to you?
- Can you think of an example or story that would bring it to life for the employer?

### KNOW YOUR WORK HISTORY

Be ready to talk about the past 10 years or the last 3 jobs you held.

- Your main responsibilities
- Your likes and dislikes
- Your reason(s) for leaving
- Your supervisor's opinion of you



### KNOW THE POSITION

Think about the position you are being interviewed for.

What are the 5 main areas you think the employer will want to explore? Plan your answer and think of examples.