



Before

Your Interview



KNOW THE POSITION

- Understand the position you have applied for - research the department / position.
- Know who you are interviewing with - Use LinkedIn or KConnect to learn more about the interview panel.
- Understand the job description - identify 4-5 "top" requirements for the role.

KNOW YOURSELF

- Ensure your employee profile is up to date and reflects your past accomplishments / experience.
- Think about your key strengths and accomplishments of the roles - prepare specific examples of your past experiences.
- Be able to summarize your work history and key accomplishments in about 4-5 minutes.
- Consider how this role links to your career goals and development plan.
- Identify what makes you a good fit for this role/ opportunity & why you should be hire.



During

Your Interview

SELL YOURSELF

- Feel free to take notes with you to refer to during the interview.
- Use specific examples relating to your past experiences, not theoretical answers.
- Keep your answers simple and concise, use your interview time well.
- Utilize **Situation, Behavior & Result** approach when answering interview questions:



Situation:

What occurred that caused you to take action.

Behavior:

Specifically what you said or did.



Result:

What happened as a result of your behavior.



Finishing

The Interview

ASK QUESTIONS

- Ask any clarifying questions you might have around job expectations
- Identify next steps in the process - what those look like or when you can expect to hear back on a hiring decision.
- This helps show you prepared for the interview, and more importantly, ensures you are preparing yourself for the expectations of the role.
- Remember - the interview process is as much about determining right fit for you as it is for the Hiring Manager.

Tips

Phone Interview



Prepare as you would for an inperson interview

- Have your employee profile in hand for you to reference.
- Ensure to be in a place with no distractions and turn off any TV, music, or cell phones.
- Smile - it projects a positive image to the listener and changes the tone of your voice.