

Acceptable Interview Behaviours

Prior to the Interview:

- Do research to learn about the company products and vision/mission. You should have an understanding of the major aspects of the company and how you are a good fit.
- Prepare a copy of your résumé, a copy of your references, letters of recommendation, correspondence, and training or other certificates related to the job. Review all documents to refresh your memory.
- Perform any necessary grooming and find clothing suitable to the workplace you will interview in.
- Request information on any possible accessibility issues.
- Arrive at least 10 minutes early.

Beginning of the Interview:

- Give your full name to person at the front desk and let them know who you are there to see.
- Speak clearly and distinctly.
- Offer a pleasant greeting.
- Introduce yourself to the person who will be conducting the interview.
- Try to look relaxed, alert, and interested.
- **Do not** smoke or chew gum.

During the Interview:

- Explain to the interviewer how to communicate better with you if you have a hearing impairment or require any other adaptations.
- Maintain eye contact.
- Use correct grammar and refer to the interviewer by last name or as otherwise introduced.
- Show confidence in your experience and abilities.
- Maintain a relatively serious attitude.
- Try to keep the conversation relative to the job and to why you feel you can do it.
- Answer the questions that are asked and let the interviewer lead any further discussion.
- Stress your qualifications for the job, and indicate your interest in the job for which you are applying. **Do not** answer questions by saying, “Oh, that’s all explained in my résumé”.
- Listen carefully to your interviewer, and ask for clarification of any questions or information that you missed or don’t understand.
- Watch closely. If the interviewer seems puzzled, explain yourself more clearly. If the interviewer seems bored, you may be talking too much.
- Describe your disability/injury.

- Realistically discuss wages, hours and benefits only if the interviewer discusses them first.
- Do not apologize for any lack of experience or education.

End of the Interview:

Always let the interviewer make the first move to end a meeting. When the interviewer indicates that the interview has come to an end, you should:

- Ask the interviewer if there are any further questions or any concerns regarding your qualifications for the job.
- Ask when a decision on the position is likely to be made.
- Ask permission to contact the employer after that date.
- Reiterate your interest in the position and thank the interviewer for taking the time to meet with you.
- Record the date, time, and place to report, if asked to return for another interview.
- Leave promptly with a good-natured, courteous farewell.

After the Interview:

Take the time to assess your performance to help you learn from it.

- Was I prepared? Did I know enough about the company and the job?
- Did I present myself well?
- Did I take advantage of every opportunity to sell my skills to the employer?
- Did I talk too much? Not enough?
- Did I take the lead from time to time instead of letting the employer totally control the interview?
- Was I relaxed enough to appear confident?

Send the employer a thank you letter, and follow up with a phone call.