



GROUPE / GROUP

Atlantic Human Services Inc.
Services humains de l'Atlantique Inc.

HOW TO PREPARE FOR THE JOB INTERVIEW

THE PRIMARY OBJECTIVES OF THE JOB INTERVIEW ARE TO:

- Supplement résumé information
- Show that you understand your strengths and weaknesses and have a sense of direction
- Enable the employer to evaluate your personality and attitude in terms of the demands of the organization and the position
- Give you and the employer an opportunity to discuss the desirability of further contact or an offer of employment

******Research indicates that, on average, an interviewer decides to hire in just 5½ minutes******

TIPS TO HELP YOU GET READY FOR YOUR JOB INTERVIEWS:

1. Find out about the company/organization, i.e.:

- ✓ Who works there?
- ✓ Do you have any personal contacts?
- ✓ Get brochures about their products and/or services
- ✓ Get a job description

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.

2. Memorize five things that you definitely want the interviewer to know about you.

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

3. 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

4. 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.