



PROMOTION CAREER SOLUTIONS

YOUR INTERVIEW PREPARATION WORKBOOK

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Imagine you're an employer interviewing the top five candidates for the role you need to fill.

- What do you need to know to hire the right candidate?
- What will make one candidate stand out over another?
- What does the candidate have to prove to you in order for you to put all your trust in him/her?

Get inside the mind of a recruiter

Here's what two recruiters had to say about these first few questions and interview preparation

From a Senior Recruiter and Talent Acquisition, IT, Engineering and Construction:

What do you need to know to hire the right candidate?

"I need to know that the candidate has the minimum experience and skills to do the job. I also look for potential and don't screen someone out if they're within range of the experience or have similar skills."

What will make one candidate stand out over another?

"Things that stand out to me as a recruiter are interesting or unique projects, portfolio work, licenses and certificates, and involvement in clubs and associations."

What does the candidate have to prove to you in order for you to put all your trust in him/her?

"Things that would prove to me that the candidate would be a good choice are things like resume details, communications, meeting with them, and their genuine interest in the job."

"Interview preparation is so much bigger than most people realize!

One thing I always found helpful was to think back upon past career successes and write down how I actually went about creating that success, plus the impact it had on my organization or team. Providing real-life examples of our successes and demonstrating exactly how we achieved them gives a hiring manager confidence that we could have a similar impact on their company."

Recruitment Expert, Dubai

At the forefront of any preparation are two things.

Your Key Messages.

What does the employer need to know about you to choose you for the role?

Answer to the question you fear most.

No matter what the question (Why did you leave your last job, there's a gap on your resume). Prepare your answer(s) now.

Taking the time to prepare these answers in advance will prevent you from scrambling to come up with an answer on the spot. And as an added bonus, your answers will be much more strategic because you've taken the time to think about, assess and analyze your answers to ensure you're putting your best messages forward.

Practice Makes Perfect | Know Yourself

You can't possibly prepare for every single interview question that exists. Instead, you need to know yourself. What stories, from your work history, are the best examples to share with an employer? There's only one way to find out.

List your top five to ten accomplishments. Here are some questions to help stimulate your thinking.

What are you most proud of in your career?

What tasks do you most enjoy at work?

What did you do while in this position that was not in your job description?

Did you achieve any awards, commendations, recognitions?

What are you most known for?

Your resume is ready, you've done your research and you've developed strategic questions to ask at the end of the interview. Think you're ready? Not so fast...

Often what you think you're going to say and what you actually say could be miles apart.

It's time to practice.

Before you begin to practice, it might be a good idea to look at the types of questions an interviewer might ask you.

- Behavioral Questions – Describe a time when...
- Warm-up Questions – Tell me a little bit about yourself...
- Traditional Questions – What is your greatest weakness?
- Résumé Questions – I see there is a gap here in your resume, can you explain this?
- Leadership Questions – What is your leadership style?
- Future Plans Questions – Where do you see yourself in five years?
- Salary Questions – What salary do you have in mind?
- Out-of-Left-Field Questions – If you were a tree, what kind of tree would you be and why?
- Closing Questions – Do you have any questions for us?

Practice Questions to Consider

What do you know about our organization?

Reach out to people in your network and get introduced to an employee of your target company — then set up an information interview to learn even more about the inner workings of the company. If you are not well connected, try using online tools like LinkedIn to learn about the company. Have your facts about the company ready and align your offerings with what you feel the organization seeks in their next hire (you).

Why should we hire you?

Consider the problems the organization needs to solve. How can you help?

Share stories of times you've done similar work. Use the C-A-R formula (Challenge | Action | Result). Give Proof. Add context.

One Final, But Important Note

Have a plan going into your interview. You're not going to 'wing it'. You're going to walk into that interview knowing that before you leave, those people will know three to five things about you. You'll introduce yourself by describing these things.

Throughout the interview, you'll share stories about these three to five things. When you wrap up the interview, you'll remind those in the interview, you're the best candidate for the job because of the three to five things.

Good luck!



THINK LIKE A HIRING MANAGER



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