

SUCCESSFUL INTERVIEWING

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Preparation is key!

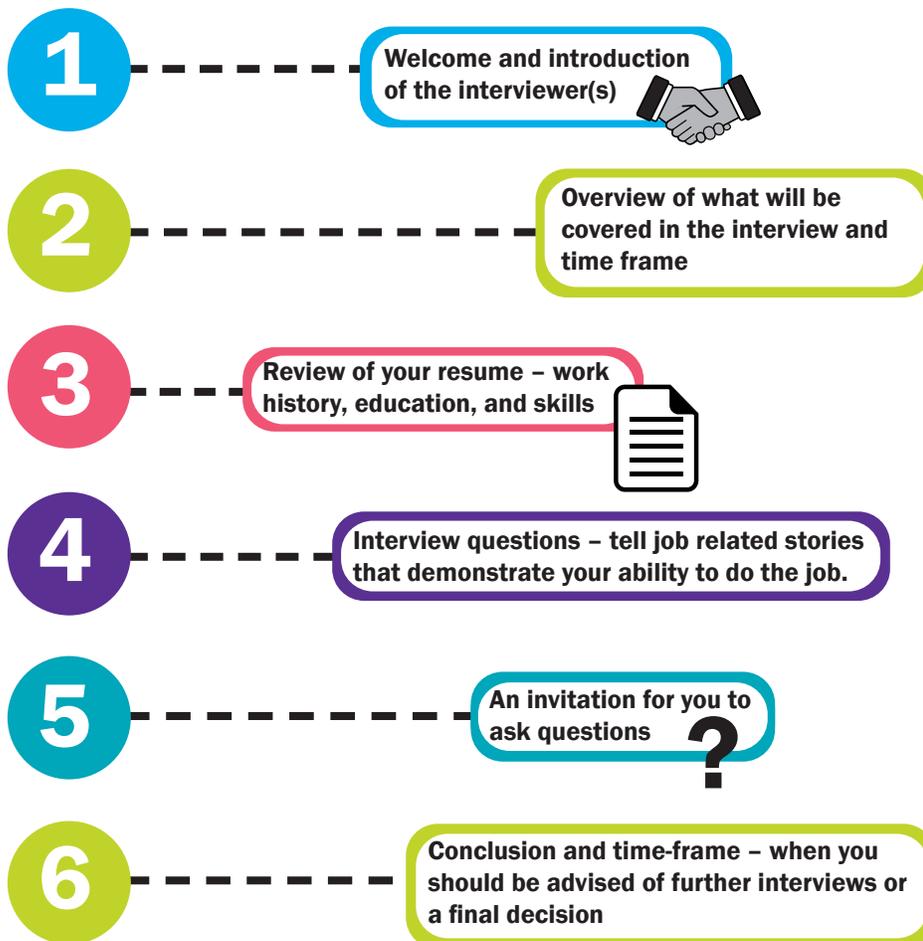
- Research the company and the industry
- Look at your skills and experiences and match them to the job posting
- Showcase your work and accomplishments
- Prepare questions to ask the employer

Employer's impressions and perceptions of an interview are based on strong communication skills, body language, enthusiasm, and knowledge.

What to take with you:

- References
- Letters of recommendation
- Questions to ask
- Extra resumes
- Portfolio/Work samples
- Job posting
- Transcript
- Certificates

The Interview Process:



Follow-Up!

Be sure to send a thank you email within 24 hours and personalize the content (Take a look at our example Thank You letters on careers.humber.ca under *Career Resources*)

Take the initiative to call or e-mail the employer regarding the status of your interview to express sincere interest in the position

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INTERVIEW QUESTIONS

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Sample Interview Questions:

- Tell me about yourself.
- How has your education prepared you for this job?
- What skills do you have that would be needed for this job?
 - In what ways do you think you could contribute to our company?
 - What are the duties and responsibilities of the position?
- Why are you interested in this job?
- Why should we hire you?
- What were some of the things you did particularly well in your last job?
- What was the most rewarding thing about your previous job?
- What qualifications do you have that will make you successful in your career?
- What new skills have you developed over the past year?
- What are three skills you would like to improve?
- What are your long-term goals?
- What motivates you?
- What things are most important to you in your job?
- What do you like to do in your free time?
- Can you handle multiple (various) tasks at once? Explain.
- In what kind of work environment are you most comfortable?
- Are there certain tasks you feel especially confident about doing?
- What positions of leadership have you held?
- Do you have plans for further education?
- How will employment with us contribute to your career plans?
- What are your salary expectations?
- If I spoke to your former manager, what would they say were your greatest strengths/weaknesses?



Answer using the SAR method to ensure you're providing enough detail.
Situation, Action, Result

Questions to Ask the Interviewer:

- Will there be a second interview?
When will a hiring decision be made?
- Can you tell me about any training programs that might be available?
- What industry trends do you anticipate?
- What makes your firm different from its competitors?
- Can you tell me how this department fits within your organization?
- What characteristics does a successful person have at your company?
- Could you describe some examples about team-based projects?
- Does your company sponsor any community-based projects or clubs?
- How is your company helping to address some environmental issues?
- Do you have any employee incentive plans?
- Could you describe the work environment?
- Why is this position available?
- Can you please describe your company philosophy for customer service?
- How is an employee evaluated and promoted?



Have 2 - 3 questions ready to ask



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