



Candidate Interview Tips

Preparing For the Interview

- Do your research on the organization and on the interview panelists.
- Prepare answers that align with the position's mandate, and cater to the needs of the organization (i.e. how you can assist them in reaching strategic goals and mission). Review common interview questions and prepare responses.
- Prepare three to five engaging/insightful questions relevant to the interview panelists.
- Confirm office address/location, and any specific details related to arrival (i.e. which floor, who you should ask for, etc.) Arrive at least 5 minutes before your scheduled interview time.
- Bring a notebook and pen; have it out on the table before the interview starts. If needed, take notes to help you keep track of questions and key points, and to demonstrate that you are listening.
- Turn off and put away your phone.
- There is no need to bring references, copies of your CV or other handouts unless previously discussed in advance with your recruiter.

Professionalism During & After the Interview

- When greeting your interviewers, introduce yourself to each person on the panel while providing a firm handshake, eye contact, and a smile.
- Remember the importance of being complete yet concise in your answers. Make sure to provide specific examples when answering a question that asks for one.
- Allow interviewers to take the lead throughout the interview; try not to digress from the question.
- When answering a question, ensure you make eye contact with each person.
- Speak with confidence and authenticity – be yourself and let your personality shine through.
- It is also acceptable to bring notes to the interview. However, do not read your notes, and only make reference if necessary.
- Remember the importance of body language. Sit up straight and do not cross your legs or otherwise show you're too relaxed or not engaged.
- Remember to thank the interviewers when the interview is finished. Consider sending a thank you email to all panelists within 24 hours of the interview.

Dress for Success

- When choosing an outfit for the interview, try it out a few nights beforehand. Pick pieces that match the culture of the organization.
- Remember that your clothes and hairstyle reflect your professionalism and how you market yourself. Ensure you look tidy and neat, and avoid plunging necklines.
- Avoid pieces that might distract yourself or the committee (i.e. noisy bracelets, etc.)
- Do not wear any perfume or cologne during your interview (due to allergies and sensitivities).