



The Virtual Job Fair is a great way to network with employers. The chat feature in the exhibitor booths allows you to chat with employers to ask questions about their companies and hopefully provide you with opportunities to meet recruiters and forward your resume to them.

Don't expect interviews to be conducted using this feature. There is only limited time for employers to meet a high volume of people so this chat feature should not be used for that purpose. It works very well as a job search tool to help you gather information in the "Before the Interview" phase.

It doesn't mean that an employer won't ask you any questions about your skill set during your conversation, so be prepared!

## BEFORE THE INTERVIEW

### Research the company

Knowing as much about the company as possible will help you determine if it is a good fit for you, and give you knowledge which will allow you to show the company you are a good fit for them. You may want to know: What is the company's mission? What are the products or services they offer? How long has it been around? Who are the key people? How is the company organized? Refer to company's website as well as any social media outlets for recent news.

**Prepare for interview questions** Review your past experiences, strengths, and weaknesses; they will come in handy for typical interview questions. Think about how your experience could help the company. Practice common interview questions Ask a friend to mock interview you or practice in front of a mirror.

**Ensure a positive first impression** The last thing you want to do is show up late or looking like a train wreck. Map out your route, know where you're going to park and how long it will take to reach the interview location, and arrive a few minutes early. Know what you are going to wear ahead of time, make sure clothes are clean and wrinkle-free. Dress neatly and appropriately— always dress 'one step up' from what you'd wear day-to-day on the job.

## DURING THE INTERVIEW

Allow the interviewer to focus on your qualities and experience. Be respectful of scent-free workplaces and don't smoke beforehand or wear strong perfume. Make sure you are clean and free of offensive odors and your breath is fresh, but do not chew gum. Don't forget to bring copies of your resume, letters of reference, & relevant certificates. You may also want to bring paper and a pen so you can make notes.



Make sure to greet the interviewer with a firm handshake, and do not sit until the interviewer sits or asks you to.

Answer questions honestly and concisely, try to relate experiences to the job you are interviewing for. Be aware of your body language, try not to fidget or slouch. Be calm, poised, confident, and remember to smile. It is important to show enthusiasm and interest!

When asked if you have any questions, make sure you take advantage and ask questions that show your interest in the company and position. Some examples: What is the top priority of the person who accepts this job? How will my leadership responsibilities and performance be measured? By whom? How often? What kind of training is provided? What is the greatest challenge or opportunity the organization faces? What are the skills and traits of people who are most successful within the organization?

#### AFTER THE INTERVIEW

##### **Follow up**

Write a thank you letter or email to the employer thanking them for the interview. If you haven't heard back within a reasonable time, do not hesitate to call. Employers value initiative and determination.

##### **Reflect & Learn**

Take time to review what happened. Are there ways you can improve your performance?

These interview tips have been brought to you by the Work Room Career Resource Centres. For more information on how they can help you with your job search visit;

[careersthatwork.ca](http://careersthatwork.ca)