



10 TIPS FOR SUCCESSFUL INTERVIEWS

Coming FALL 2012

- 1. Make a good first impression.** Arrive early with all your materials ready. Ensure your [attire](#) fits the position/workplace you're applying to. Refrain from wearing scents of any kind. Women should avoid too much make-up and men should avoid untidy facial hair.
- 2. Be polite, professional, and prepared.** Prior to the interview, the employer will likely have given you a sense of how the interview will proceed; however, it's important to be ready for anything (e.g., you may end up in a group interview or be asked to do some sort of assessment).
- 3. Pay attention to non-verbal cues.** It's not just what you say but also what you do. Remember your actions speak volumes so don't slouch, fidget, or chew gum. Pay attention to non-verbal cues from the interviewer as well and adjust as necessary (e.g., a furrowed brow or puzzled look may indicate that s/he is confused by your answer; ask if you should clarify your response).
- 4. Get to the point.** Provide the interviewer with the details s/he needs to make the hiring decision and try to avoid irrelevant information. Answer questions concisely and succinctly, summarizing the key message using [STAR](#) (Situation, Task, Action, Result) statements (also known as SAR [Situation, Action, Result] statements).
- 5. Offer evidence.** Provide tangible examples or samples of your qualifications. Consider taking a [career portfolio](#) to showcase things such as certificates, awards, letters of recommendation, samples of written work, and photos of projects.
- 6. Be honest.** An interview is your opportunity to sell yourself but be careful not to over sell, exaggerate, or lie. Highlight your strengths while being honest about any concerns the interviewer may have. [Lying](#) will only come back to haunt you later. If you've had poor experiences with previous employers, put a positive spin on the situation, and share what you learned.
- 7. Keep calm and carry on.** Interviews can be stressful at the best of times, however, it's important to not panic if things aren't going quite right. Take a deep breath and collect yourself. If you didn't understand a question or aren't sure how to answer, ask for clarity.
- 8. Remember, it's a two-way street.** Not only is this the employer's opportunity to assess your fit with the company, it's also your opportunity to assess the company's fit for you. Engage in conversation about the company and the position so you can assess your fit.
- 9. Exit graciously.** Once the interview concludes, thank the interviewer for his/her time and any other staff you see that have assisted you. Clarify when a decision is likely to be made and make a note to [follow-up](#) appropriately.
- 10. Reflect on lessons learned.** Whether or not your interview resulted in a job offer, take the time to reflect on the good and bad aspects of the interview. Consider what you learned and what you might do differently next time.



Check out these upcoming courses; just click on the course names below for more information. If you're completing a CMPP certification, be sure to plan ahead to ensure you make the 2-year certificate completion deadline – contact the [student advisor](#) for assistance. Make sure you read our course [catalogue](#); it's full of important information for students.

Keep in mind that we can arrange special sessions of any course for in-tact groups over the summer months, as well as facilitate workshops on a wide-variety of topics. [Contact us](#) to discuss your options.

Starting soon . . .

- **Career Coaching Skills – Nov 7**
- **Majors PTI – Nov 7**
- **Job Club Coach – Nov 7**
- **Work Search Essentials 2: Interview and Negotiation Strategies – Nov 14**
- **Understanding Diverse Clients – Nov 21**
- **Budgets and Business Plans – Nov 21**
- **Consultants and Organizational Systems: Tips for Successful Interactions – Nov 21**
- **Career Management at Work: Keeping Employee Engaged – Nov 28**
- **Majors PTE – Nov 28**

[Click here](#) for our full course schedule

Webinar Recordings:

Missed a webinar? Purchase a CCPA webinar recording for only \$55 (\$45 for CCPA members)

- **Retirement Readiness: Preparing to Become "Semi-Leisured"**
- **Navigating Job Loss: A Puzzling Process**
- **Leadership Lessons Part 1 & 2**
- **Integrating Assessments into Career Conversations**
- **Career-Flow: A Hope-Centered Approach, Part 1 & 2**

DID YOU KNOW?



Life Strategies Has Approved New GCDF-CA Training Providers

In Life Strategies new role as GCDF-CA credential administrator, we're excited to announce Douglas College (Delivered in BC), Life Role Development Group (Delivered in Alberta), Canadian Career Development Foundation (Delivered at the University of Winnipeg and Nunavut Artic College), and New Brunswick Competency-Based Career Development Training (offered in partnership with Canadian Career Development Foundation) as newly approved career development facilitator training providers. Interested in getting your training pre-approved? Contact info@lifestrategies.ca

Job Search Success Researcher is Still Looking For Participants

JP Hatala is investigating job seekers' reactions to various job-seeking situations and is still looking for participants. If you know anyone who'd like to respond, the survey is still available at https://www.surveymonkey.com/s/Job_Search_Outcomes_Survey.

There's More Than 1 Way to Remember This Remembrance Day

As November 11th approaches, take the time to remember those who've sacrificed for our freedoms. Not sure how? Check out these [10 ways](#) from us.

NEW RESOURCES



HootSuite Conversations. [HootSuite](#) is a great management solution to integrate multiple social media accounts. The newly available [conversations](#) feature permits better collaboration between your internal social media team.

CERIC Launches CareerWise and Prepares for Careering.

CareerWise is a weekly roundup keeping career practitioners up to date on news and views from the career development sector. Learn more [here](#); subscribe [here](#). The tri-annual *Careering* magazine will be published in conjunction with Market Zone Productions. If you're interest in marketing, contact Market Zone at 1.888.634.5556.

DISC Certification in Toronto, Nov 28-29. This 2-day extended certification training on the DISC assessment will provide trainees with the Coaches Playbook, Facilitators Guide, Taking Flight book, and a variety of assessment materials. Email margie@extendeddisc.com to register or get more details.

STUDENTS OF THE MONTH



This month, we're excited to highlight two students from our Personality Dimensions training: Zayna Kunic and Kathy Horeth. Despite low enrollment, both were able to still actively participate in the course.

Zayna, our PD Bridging student, has over 25 years of management experience and is currently a coach, speaker, consultant, teacher, and facilitator. She facilitates leadership development and coaching workshops and provides one-on-one coaching to leaders at Fraser Health Authority. Kathy, our Level 1 PD student, has been an instructor of computer software for 18 years and loves working and helping people reach their full potential. She has 2 children who amaze her daily and her career goal is to widen her areas of expertise in the helping and teaching profession.

Zayna Kunic

Kathy Horeth

CONGRATULATIONS



Laurie Chisholm has successfully completed her **Employment Facilitation / Work Search Specialist** certificate, and her **Global Career Development Facilitator** certificate.

Katherine Britton has successfully completed her **Organizational / Career Development Specialist** certificate.

Kyla Kershaw has successfully completed her **Organizational / Career Development Specialist** certificate.



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