



# ACE THE INTERVIEW

And Change Your Life!

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# Interview Preparation:

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1. Schedule the interview in the morning if possible. Research shows this is when you are most likely to be successful.
2. Dress professionally. Business casual attire unless specifically told otherwise.
3. Research the company to demonstrate your interest.
4. Research the person or people who will be interviewing you by reading their LinkedIn profiles, news articles written about them, publications they have contributed towards, etc.
5. Know the specific position you are applying for.
6. Know why you want to work for the company and how you can contribute.
7. Plan your answer to more difficult, open-ended questions (*see “ Sample Questions You Can Expect in an Interview” section below*).
8. Have at least three relevant questions planned beforehand that you can ask at the end of the interview.
9. Prepare, prepare AND prepare! Be ready to sell yourself and your experience.



# Sample Interview Questions To Expect:

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1. Tell me about yourself.
2. What is the reason that you are looking for a new position?
3. Why did you leave your previous position(s)?
4. What type of work environment and management style are you seeking?
5. Why are you interested in working for our organization? What do you know about our company?
6. What were the challenges you dealt with in your previous roles?
7. What do you think your greatest contribution to this company would be?
8. Where do you see yourself five years from now?
9. Can you list your greatest strengths and weaknesses?
10. What are your salary expectations?
11. What motivates you?
12. Is there anything that you would like to ask me?



## 10 Questions You Can Ask At The End Of The Interview:

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1. Can you tell me more about the day-to-day responsibilities of this job?
2. What are your expectations for this role during the first 30 days, 60 days, year?
3. Describe the culture of the company.
4. What do you like best about working for this company?
5. What are the biggest opportunities facing the company/department right now?
6. Where do you think the company is headed in the next five years?
7. What opportunities will I have to learn and grow?
8. Which part of the position has the steepest learning curve? What can I do in order to get up to speed quickly?
9. How would you measure my success, and what could I do to exceed your expectations?
10. What are the next steps in the interview process?

## Do:

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1. Call if you are going to be late.
2. Turn off your phone.
3. Be mindful of your body language.
4. Answer each question clearly and precisely.
5. Have a sense of humour! Laugh at the interviewer's jokes – it's an advantage to be on the same wavelength as them.
6. Have some great examples or anecdotes that demonstrate your skills and experience.
7. Show enthusiasm for the position and the company.
8. Show an interest in the interviewer and their previous experience.
9. Focus on what you can do for the employer, not what they can do for you.
10. Ask about follow up and next steps.
11. Send a thank you email to the hiring manager or HR manager.



## Don't:

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1. Be critical of previous or current employers, companies or colleagues.
2. Exaggerate or lie about yourself or your work history.
3. Make excuses.
4. Answer your phone or check your social network messages. Be sure your phone is on silent!
5. Interrupt, argue with or correct the interviewer.
6. Cross your arms over your chest. This makes you look defensive.
7. Call the recruiter "sir" or "ma'am" too much. Respect is mandatory, but don't go overboard.
8. Get too personal. Never talk politics, religion, or other irrelevant topics (car engines, shopping suggestions, weekend plans, etc.)
9. Answer every question with a simple "yes" or "no" answer.
10. Interrupt the interview to put money in the parking meter. Put enough money before walking into the interview.
11. Get caught off guard. That's what preparation is for.

# Salary Expectations

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During an interview, you will likely be asked about your salary expectations. As a consultant you would consider an hourly rate, given that you will be invoicing the client or staffing company for your time with no benefits and/or vacation allotment. As an employee, you would consider an annual salary range as you would be on the company's payroll, entitled to benefits and vacation pay.

## Key Consideration Points

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1. Review the requirements of a job and the job description.
2. Understand the market and your competitor's rates. Do your research. Sites like Glassdoor and Indeed provide results for your geography.
3. What base salary are you looking for?
4. Which benefits do you value the most?
5. Understand what the total compensation package looks like (RRSPs, DPSPs, vacation, health insurance, working remotely, other incentives, etc.).
6. Be specific about the range you would seriously or likely make a move from your current employer. How does it compare with whatever you are currently making? (percentage of increase?)
7. In sharing salary expectations with an employer, think about your total compensation, including salary, bonuses and benefits.
8. What other perks interest you?
9. What will truly motivate you to make a change for a new opportunity?

