

# *Heads Up!* Durham Employment Support How to Get Organized for a Job Interview (In Person)



Interview With (Organization; Name of interviewer): \_\_\_\_\_

Interview Date: \_\_\_\_\_

Interview Time: \_\_\_\_\_

Interview Location/Address: \_\_\_\_\_

Interview Contact - Name: \_\_\_\_\_

Interview Contact - Phone #/Email: \_\_\_\_\_

## Things to Note in Your Calendar:

- Interview **date, time, location.**
- Interview **contact name/phone#.**
- Time you will need to leave** (make sure to arrive with time to spare!)

## After the Interview:

- Set a reminder to send a **thank you email** (within 24 hours).
- Keep track of all interviews (dates, who you met with, outcome, followup etc).

## Things to do Ahead of the Interview:

**\*\*Review the resource list** on the *Heads Up! Durham* website for tips on interviews

<http://www.headsupdurham.ca/employment-resources.html>

- Research the organization's **operation, values and goals** etc.
- Review how the position **fits your skills** and is a **good match.**
- Confirm who** is attending the interview, along with their **roles.**
- Write down **questions you'd like to ask** the employer.



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For example: What's the culture of your organization? What does a typical week look like? What do you enjoy most about working here?

- Confirm **how to get to the location** and **who to call** upon arrival (have contact info handy).
- Plan what you are going to wear. Look professional!
- Ask whether safety protocols are in place that you will need to observe.

## **Things to Practise:**

- Practise answering **common interview questions** (you can Google this).
- Ask your friends/family to participate in a **mock interview**.

## **Things to Take with You:**

- Water.
- A good copy of your resume.
- Pen and paper.
- Brief list of questions.
- Mask *\*\*Allow enough time to observe all relevant COVID 19 safety protocols upon your arrival.*
- Directions and transit fare (if needed).
- Your phone (with interview location, contact information etc).

***Relax! Breathe! Smile!!***

