



How to Prepare for a Successful Interview

1. Know Your CV!

Have a copy of your CV in front of you during the interview. Know exactly what is written on your CV. Be prepared to explain statements or give examples of your experience or accomplishments. Interviewers often want to know why you left certain positions. Be ready to explain your career moves.

2. Do your Research.

Review the company's website to gain an understanding of their projects and operations. Reread the job posting and job details and think of ways to relate your skills and experience to the requirements of the job. Annual reports, technical reports or news releases can be found on the internet. Find a way of letting the interviewer know that you have done your research. For example; "I was reading the news release about the permitting delays for Project ABC. I faced similar challenges in my previous role with Company 123."

3. Be Enthusiastic.

Demonstrate interest in the position and enthusiasm for joining the company. Be on time for the interview and ensure that you will not be interrupted or distracted. You will be showing the interviewer that you are focused and professional.

4. Focus.

Listen carefully to the interviewer's question and clarify if necessary. Pause to gather your thoughts and then respond in a clear tone. Avoid long winded answers that go off on unrelated tangents; you will quickly lose the interviewer's interest. Do not interrupt or speak over the interviewer. Speak slowly and pause occasionally to allow the interviewer to take notes.

5. Be Confident!

Make a strong first impression. Give a strong handshake or, if on the phone, greet the interviewer by name. Use positive statements; "I can" and "I will". Highlight your strengths and experience and show the interviewer why you are the right candidate for the job. Speak in a confident tone. Do not use a soft voice and allow sentences to trail off.