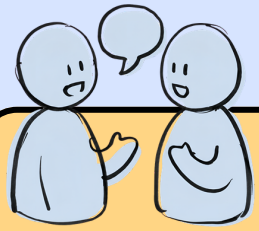
Pathways
INTERVIEW PREP SHEET





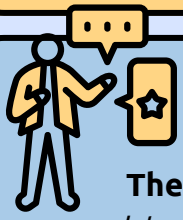
Learn to tell a Story

Create 3 stories and be prepared

Situation Describe the situation that you were in or the task that you needed to accomplish. Use the 5Ws (who, what, where, when, why).

Action Describe the action you took and be sure to focus on your skills. Tell what you did.

Results What happened? How did it turn out? What did you learn? How did your actions make a difference?



"Tell me about yourself"

Practice a summary of who you are

The First 5 Seconds – Who Are You?

Introduce yourself and highlight your top skills.

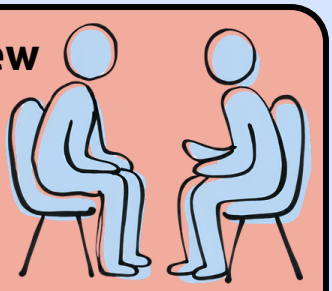
The Middle 10 Seconds – What Have You Done?

Discuss your past accomplishments, strengths, and reasons why an employer would hire you.

The Last 5 Seconds – What Do You Want?

Close with what you want to do with the company.

How to Ace the Interview



BEFORE THE INTERVIEW

- Research the Company
- Know the job posting

THE INTERVIEW

- Be early, dress appropriately
- Smile, be polite, and be an active listener
- Use the "Positive Sandwich" (frame negatives as positives)
- Thank them for their time and show interest in next steps

AFTER THE INTERVIEW

- Make notes about the interview
- Send a thank-you email before 1-2 business days

Common Interview Questions



Tell me about yourself.
Introduce your qualifications, good work habits, etc. Keep it work and career related.

Why do you want to leave your current job?
(Why did you leave your last job?)
Avoid trashing other employers and making statements like, "I need more money." Make generic statements "I want to grow my career"

What are your strengths?
Point out your positive attributes related to the job and give examples.

What are your weaknesses?
Along with a minor weakness or two, try to point out weaknesses that the interviewer might see as strengths, such as sometimes being a little too meticulous about the quality of your work.

What do you know about our company?
Why do you want to work for us?
Research the company before you interview.
Talk about how it could be the perfect match for your goals.

What past accomplishments gave you satisfaction?
Briefly describe one to three work projects that made you proud or earned you pats on the back, promotions, raises, etc. Focus more on achievement than reward.

Explain how you overcame a major obstacle.
The interviewer is likely looking for a particular example of your problem-solving skills and the pride you show for your work.

Where do you see yourself three - five years from now?
Explain your career-advancement goals that are in line with the job for which you are interviewing.

Pathways Employment Help Centre

www.pathwaysehc.ca
205 Horton Street East, London ON 519-667-7795

Use this cheatsheet to prep for job interviews!

INTERVIEW STRATEGIES

You got the interview! It's time to prepare so you are confident and ready to present your best self!



Before the Interview

Research Explore the company website, online articles, and social media. Gather information about their services, culture, and values.

Understand Carefully read the job description. Remember, during your interview you can refer to what the company is looking for.

Practice Use the SAR (Situation, Action, Result) method to form answers and rehearse your storytelling.

Be Curious Have questions ready for your interviewer about the job. (don't ask about pay or vacation!)

The Day of the Interview

Arrive early 5-10 minutes early with copies of your resume, reference letter, and a pen and notebook.

Dress appropriately. Not sure how? Aim for business casual or professional attire.

Smile! Greet others politely and confidently. Try to use small talk to ease tensions.

Stay Focused. Answer questions positively, highlight your strengths and skills, and give examples. Remember to storytell when giving examples.



End of the Interview

Thank them for their time and show interest in the position.

Confirm the next steps in the process and summarize why you are the best fit.

Ask for contact information to follow up later.



Follow up like a Pro

Make notes about your interview so everything stays fresh and relevant.

Send a thank-you email and mention a key discussion point. Try to send a thank-you note within 1-2 business days.



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INTERVIEW QUESTIONS PRACTICE SHEET



Write your answers down so remembering them during an interview will be easier!

Tell me about yourself....

Why did you leave your last job/Why are you leaving your current job?

What are your strengths?

What are your weaknesses?

How would you describe yourself?

What do you know about our company? Why do you want to work for us?

What past accomplishments are you proud of?

Tell me about a time you overcame a major obstacle...

Where do you see yourself in 3-5 years?

Pathways

INTERVIEW PREP WORKSHEET



Your SAR Story

Situation

Action

Results

Your full SAR story

Your 20 Second Summary

5 second intro:

10 second middle:

5 second conclusion:

Put it all together:

Remember: Practice often, practice out loud!