



INTERVIEW PREPARATION & GUIDELINES

Angus One Recruitment is a generalist recruitment agency finding and placing market-leading talent across a broad range of sectors. Angus One Recruitment was established in 1986 and is a BC Owned employment agency serving the professional recruitment needs of Vancouver and beyond.



Company's Growth

GLOBAL BUSINESS REVIEW



Region	2015	2016	2017	2018	Growth %
Department Store	105,025	118,283	127,812	138,281	+11%
Retail Center	89,912	47,388	88,918	71,328	+17%
Shopping Center	88,981	102,112	123,888	138,818	+15%





How Can I Make a Good First Impression?

Take care to make that crucial first impression a good one. Here are a few things to remember:

First and foremost, nerves are normal! Almost everyone gets nervous at interviews. It can be a daunting task to put yourself out there and sell yourself to people you have probably never met. That's ok, you are not alone - use those nerves as energy!

- Be attentive and well-groomed
- Unless advised otherwise - wear business attire
- Wear something different to the 2nd Interview
- Be confident, smile and offer a firm handshake
- Make eye contact



Getting to the Interview

- Make sure you take clear travel directions - know where you are going
- Allow plenty of traveling time to take account of unexpected delays
- Becoming flustered by having to rush and arriving late creates a bad impression. It is much better to arrive early

The Interview



Bring a Hard Copy of your Resume to the Interview



Research and Rehearse

- Research the company before you go to the interview. Arrive prepared to ask a number of insightful questions based on your research
- Research the companies core business/product offering/size/number of employees etc.
- Who are their competitors?
- What is their company mission/philosophy/business strategy/corporate culture etc.
- Rehearse - you should know what your introductory statement to a potential employer will be. Know the key things that you want to say about yourself. What have you accomplished? What are your key strengths? Be prepared to use real examples from your work history



Common Interview Questions: Prepare your answers

1. What are your short and long term goals; how are you preparing to achieve them?

This question is aimed at finding out what your potential career path is. Keep in mind that your goals must be achievable, and you should be prepared to explain how you plan to achieve those goals. Have several short-term (in the next 12-24 months) and several long-term goals (2-5 years) to present.

2. What do you see yourself doing in two years from now?

This question is to see if you can set achievable goals for yourself and whether the position and organization fits with your long-term plans. Even if you know there may be opportunities for advancement within the organization, be cautious about talking about your desire for promotion at this time.

3. Why did you apply for this position?

The interviewer is trying to learn whether you will be satisfied in your job and likely to stay. Explain why you are interested in the position and working for the company.

4. How would you describe yourself?

The interviewer is asking you to profile yourself to see if you fit with the company and to get a sense of your self-image and how it compares with his/her perception of you. Be factual and use the opportunity to sell yourself without being arrogant.

5. What do you consider to be your greatest strengths and weaknesses?

Try to highlight your most positive attributes (i.e. skill, reliability, enthusiasm.) Make sure to use examples to illustrate your positive qualities and how they apply to work. Do not describe any weaknesses that may be essential to performing effectively on the job and avoid making negative comments. Talk about things that you have improved and the steps you took to do so.



Common Interview Questions: Prepare your answers

6. What is the biggest mistake you've made?

Be honest. You will show credibility and integrity. Be careful, however, to concentrate your answer on describing what you have learned from your mistake.

7. What have you learned from your mistakes?

This question is designed to see if you recognize that you have made mistakes and then how you resolved the problem. Use examples of real mistakes that you have made – stress how what you learned led to a better job performance.

8. What qualifications do you have that makes you think you will be successful in this position?

The interviewer is asking you to profile yourself to make their decision for them. If you have to hesitate or can think of only one or two reasons, then they will think that the qualifications are not obvious or sufficient enough. Quickly list your skills and positive characteristics.

9. What two or three professional accomplishments have given you the most satisfaction and why?

This question is to find out what kind of professional accomplishments give you a sense of pride. Pick several accomplishments, explain why they satisfied you and how they are related to your job performance.

10. What do you know about our company?

The interviewer wants to know if you have done any research about the company – know it well enough to really want to work there, rather than just wanting to work anywhere. To reassure the interviewer, mention as many positive features about the job, company or organization as you can.

We go the extra mile

11. How do you work under pressure/balancing several assignments at once?

This question indicates that your job will involve working under pressure and deadlines so reassure the interviewer by giving examples of activities that involved pressure/deadlines. Stress also how you can handle multiple tasks without being overwhelmed.

12. What criteria are you using to evaluate the company for which you work?

The interviewer wants to know that you are being targeted in your job search and that you do not want to work for just any company. Give several examples of things that you look for in companies that you wish to work for (i.e. Good reputation, room for advancement, excellent products, friendly work environment etc.).

13. Tell me about a time when you had to make a decision but didn't have all the information you needed?

Use a real anecdote from your experience. The answer doesn't have to be elaborate – it could be a simple situation that was handled well.

14. What is the most significant contribution you made at your most recent place of employment?

Tell a story about an accomplishment that added value to the company, demonstrating skills that show initiative or resilience. Relate the outcome of your work.

15. What did you enjoy most/least about your last position?

This is to determine what gives you the most or least job satisfaction and whether the current position will offer the same elements. Try to pick something that you know will be present in the position you are applying for. Give examples of how your job performance improved because of the presence of these elements.



Common Interview Questions: Prepare your answers

16. Do you prefer to work under supervision or on your own?

This question is to find out if you can work independently if the position so requires. Use examples of how you have worked independently in the past but also worked under supervision. Show your flexibility.

17. If I were to talk to your former employers and co-workers, what would they say about you?

Have an open letter of recommendation from your last employer which you can summarize and hand to the interviewer. If you do not have such a letter, list the positive things that they would say about you. Supply the interviewer with a list of references including telephone numbers.

18. Would you be successful working on a team?

In this question, you are being asked to demonstrate your ability to get along well with others. Speak of the advantages of working in a group. Use positive examples of working on a team from your own experience. You may want to talk about the role you generally play in a team environment and what you can offer the team.

19. How do you feel about working overtime? Travel? Possibility of relocation?

Be honest. If these questions are asked, chances are the position will involve overtime, travel or relocation. Ask the interviewer for more details and be honest in your response.

20. Define Success. Define Failure.

This is a very personal question. The interviewer wants to know how you personally judge success or failure. You may want to address this as an individual success or failure verses corporate success or failure.



Leaving the interview

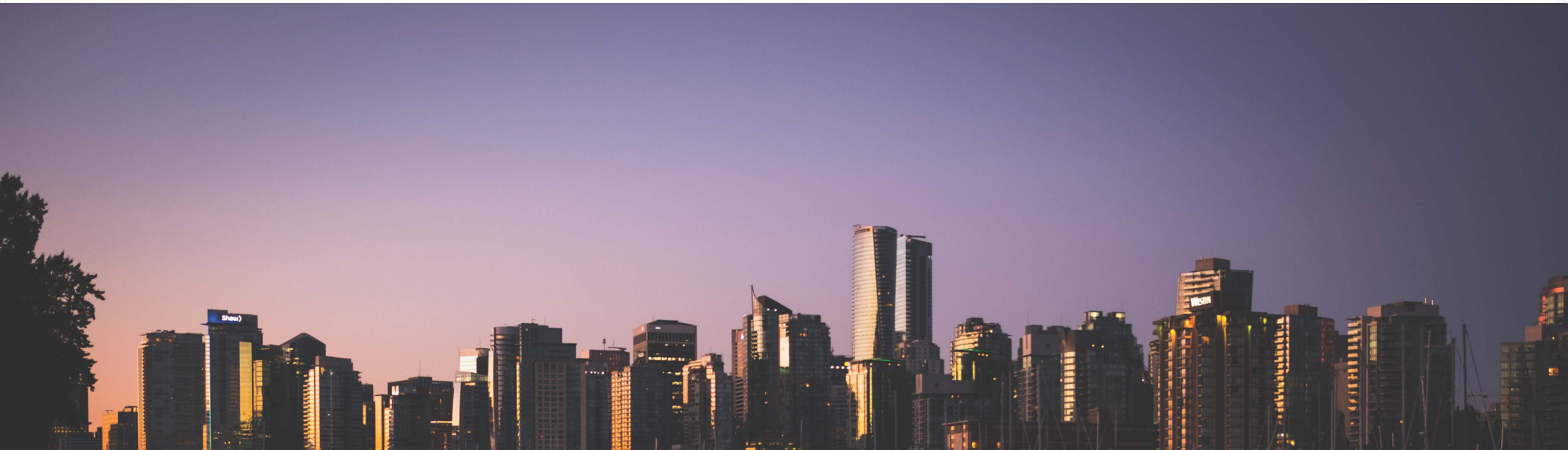
You want them to remember you positively:

Top tip: a nice touch in ending an interview is by giving the interviewer a quick synopsis of what you feel the role is and what will be required of you. This has several benefits as one of the last things that you do is show the interviewer that you understand the requirements of the position. It leaves an impression. It allows the interviewer to clarify anything that may have been forgotten about - they're human too!



Make sure to:

- Smile and thank them for seeing you
- Tell them how you look forward to hearing from them again
- Shake hands



AFTER YOUR INTERVIEW

Contact Your Angus One Consultant to tell them what you thought about the interview as soon as possible.

By reaching the interview stage you have already convinced the interviewer on paper, that you are capable of doing the job. The interview is your opportunity to convince them you're the best person for the job. It isn't a 'test'.

It enables the interviewer to see if you possess the necessary skills and knowledge for the job and of course will enable you to find out whether the company and the job are right for you.

Good Luck!

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