

Interview Prep Guide



Outline

1 | How to Prepare.

2-3 | Common Interview Questions & Sample Answers.

4 | Tips for Nailing a Virtual Interview.

5 | Questions to Ask the Interviewer(s).

6 | Additional Resources.



How to Prepare



Research the company.



Review the job description.



Bring your resume & relevant materials.
Don't fold them.



Dress up a level from what you'd wear in the workplace.



Take a deep breath.
You've got this!



Brush & floss your teeth.



Don't chew gum.



Arrive 5 minutes early.



Lint roller your clothing, especially if you have pets.

Common Interview Questions with Sample Answers*

*Sample Answers are NOT meant to be repeated word-for-word. Think about how you can demonstrate that you're a fit by weaving in how your experience fits with key points from the job description. And just as importantly, be yourself!

1 Tell me about yourself.

I am an experienced professional with a strong background in [relevant field]. I have [number] years of experience working in [industry], where I have developed a solid understanding of [specific skills]. I am passionate about [specific area of interest] and have a proven track record of [mention achievements or notable projects].

2 Why are you interested in this position?

I am genuinely excited about this position because it aligns perfectly with my skills and interests. I have researched the company extensively, and I am impressed by its [mention a specific aspect or achievement of the company]. I believe my background in [relevant experience or skills] will enable me to contribute to the success of the team and the company.

3 What are your strengths?

One of my strengths is my ability to effectively communicate and collaborate with diverse teams. I am a good problem solver and enjoy finding innovative solutions. I am also highly organized and detail-oriented, which helps me manage multiple tasks efficiently. Additionally, my adaptability allows me to quickly adjust to new situations and environments.





4 What are your weaknesses?

While I strive for perfection, I have realized that it can lead to spending excessive time on a task. I have been actively working on improving my time management skills to ensure that I maintain a balance between attention to detail and meeting deadlines. I have started using various productivity tools and techniques to enhance my efficiency.

5 Can you describe a challenging situation at work and how you handled it?

In my previous role, we faced a significant project delay due to unforeseen circumstances. To address the situation, I immediately gathered the team to discuss the issue and brainstorm potential solutions. We decided to reallocate resources and adjust our timeline, which required effective communication and collaboration. By working closely with the team and maintaining a positive attitude, we completed the project within the revised timeframe.

6 How do you handle stress and pressure?

I believe in maintaining a healthy work-life balance to manage stress effectively. I regularly practice mindfulness techniques and engage in physical activities like jogging or yoga. Additionally, I prioritize my tasks and set realistic goals to avoid feeling overwhelmed. By staying organized, seeking support when needed, and maintaining open communication, I can productively handle stress and pressure.

7 Why did you leave your previous job (or why are you looking to leave your current job)?

I am seeking new opportunities to further develop my skills and take on more responsibilities. Although I have learned a great deal in my previous role, I believe it is important to continuously challenge myself and grow professionally. I am looking for a position that offers new challenges, a supportive work environment, and opportunities for advancement.

8 How do you handle conflicts or disagreements with colleagues?

I approach conflicts or disagreements by actively listening to the concerns of others and seeking common ground. I believe in open and respectful communication, and I am not afraid to express my opinions constructively. If a conflict arises, I try to understand the perspectives of all parties involved and work toward it.

Tips for Nailing a Virtual Interview

Even though they are as close as you'll get to the real thing, video interviews are slightly different from meeting in person. The main things to remember are: *Maintain good eye contact, look into the camera, and display positive body language throughout your time on video. Also, make sure your backdrop is clean and clear.* Here are some additional tips:

Do a Practice Run.

Check your computer, internet connection, and video tools to ensure they are working well. Ensure **audio and video features are set**. Give a family member or friend a call to do a **mock interview**.



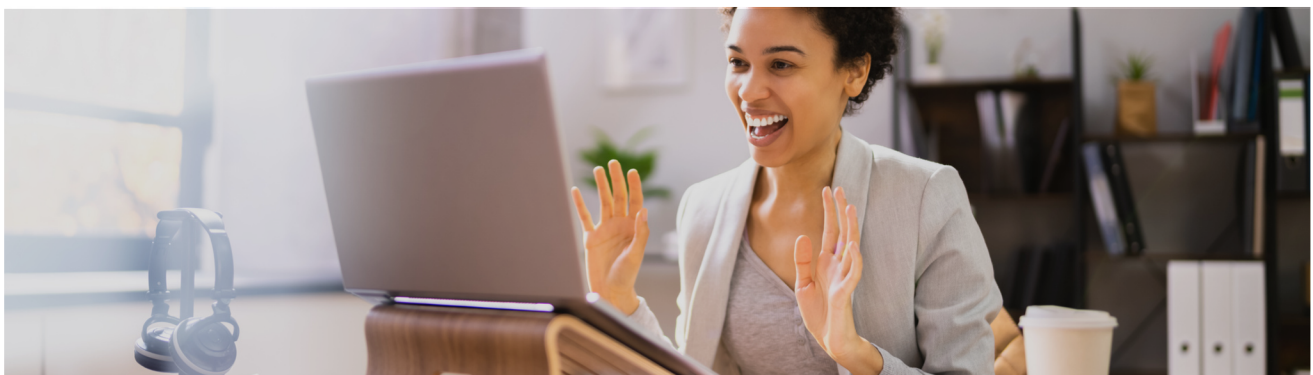
Eliminate All Distractions.

Barking dogs, kids, doorbells, and many other things can be a big distraction during the interview. Set yourself up in a **quiet location** and **turn off all device notifications**.



Arrive Early & Dress the Part.

Present yourself exactly as you would if you were attending an **in-person interview**. Dress for success and look your best. Be **on-time or early**.



Sample Questions to Ask the Interviewer(s)

01 Have I Answered All Your Questions?

This allows the interviewer to circle back and address any additional questions they may have about one of your answers or your qualifications, and gives you an opportunity to provide more information and give a better answer.

02 Can You Tell Me More About the Future Plans of the Department/Company?

The future strategic plans of a company can tell you a lot about how your career could progress down the road -- if the role is limited or if you'll have opportunities to grow professionally.

03 What Do You Like Most About Working Here?

First, you will receive a personal account of what one person specifically likes. You will also gain some insights about the company culture outside of what is on their website or what has been communicated in the job ad or by us.

04 How Does This Position Fit Within the Greater Context of the Department /Company?

This will give you more detailed knowledge of what the job entails and how what you do will affect the organization as a whole. You'll know if what you are doing is making a real difference. It also shows that you have a real interest in the job.



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Additional Resources

[How to Ace a Second Interview: 8 Tips from an Executive Search Firm](#)

[How to Ask About Work-Life Balance in an Interview Without Appearing Lazy](#)

[How to Respond to the Dreaded “Tell Me About Yourself” in an Interview](#)

[How to Expertly Address a Past Layoff in an Interview](#)

[7 Phrases That Are Interview Killers](#)

[Do You Experience Interview Paralysis?](#)

[4 Phrases That Scream BAD COMPANY CULTURE in an Interview](#)

[The Best Interviewers Are Exceptional Storytellers](#)

[The Jeff Bezos 2-question Interview: Can It Really Work?](#)

[4 Interview Questions Experienced Candidates Don't Expect](#)

[In an Interview, When Is the Ideal Time to Negotiate Salary?](#)

[Nailed It! 6 Telltale Post-Interview Signs You'll Get the Job](#)

[3 Ways to Tell If an Employer Has Competent Management Skills in an Interview](#)

[Interviewing for Multiple Jobs? 4 Things You NEED to Do](#)

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Trust yourself. You know more than you think you do.

DR. BENJAMIN SPOCK