

**School Sir Winston Churchill Secondary  
Co-operative Education Department  
Pre-Employment Preparation**

**Before the Interview:**

*When calling the co-op placement for an interview:*

1. Introduce yourself ( ie. “Hello this is...” first and surname), identify that you are a co-op student from Sir Winston Churchill Secondary School and state that you are calling to set a time to come for an interview.
2. Arrange an interview time which is convenient for the co-op employer but you should schedule the interview for after school hours. If the interview is going to be conducted during school time you must sign out at the school office.
3. Remember to dress appropriately for the interview. A suit or suit and tie are recommended but not necessary. You must however arrive neat and tidy and show effort to look well for the occasion.
4. Make sure you resume (or resume and cover letter) is flawless and present at the interview. Bring a Student Evaluation Form for your employer to complete while you are being interviewed.

**Find Out:**

What does the company do?

What are the main products or services?

How does it operate?

How many employees does it have?

What kind of job are you applying for?

What is the future outlook for the industry?

Who will be conducting the interview?

What is the interviewer looking for in an employee

How will you fit into the organization?

What value can you add to this company?

Gather information at the library, at the company office or interview people to find out as much as you can about the company. Be prepared!

**During the Interview:**

<b>DO’S</b>	<b>DON’TS</b>
Don’t come unprepared.	Be enthusiastic.
Don’t chew gum.	Bring an extra copy of your resume.
Don’t smoke.	Bring samples of your work..
Don’t be late.	Always bring a pen.
Don’t wear strong smelling perfumes.	Be clean and well-groomed.
	Look the interviewer in the eye.

## **Co-operative Education Department Pre-Employment Preparation (continued)**

### ***What to expect:***

Often interviewers are nervous. They worry about what you may think. Sometimes they worry about what to ask. They know you are nervous too. Interviewers often have five parts.

**Part 1** Breaking the ice; introduction and small talk. This helps everyone to relax.

**Part 2** Questions about the items listed on your resume

**Part 3** Questions which are related to what you know about the company.

**Part 4** An opportunity for you to offer any positive information not previously covered. Usually a review of the interview and job will happen.

**Part 5** Recognize when the interview is coming to an end. Remember to thank the interviewer for their time and to inquire about follow-up (Can I call you tomorrow?)

### ***Questions you may be asked:***

What do you find most attractive about this position?

What type of position are you most interested in?

What do you look for in a job?

What are your hobbies?

What kind of an environment do you work best in?

Why do you want to work for our organization?

What are your long range plans?

What do you know about our company?

What are your greatest strengths?

What are your weaknesses?

How do you see your skills and interests being applied here?

What career options are you exploring at this moment?

What personal characteristics do you have which will make you a success in this career?

### ***What do employers say?***

Short Listing:

“If I receive 50 resumes for a job and they look alike, the only way to bring them down to 7 or 8 is to eliminate those with even the slightest flaw.”

“For junior students I always look at their marks. For senior students, I look at their work experience and previous term evaluations.”

Attitude:

“Just be yourself, be natural”.

“Students should do their homework before coming to an interview. They should find out about the company.”

“We don't mind nervous students.”

“I get turned off immediately if students are laid back. I will not take such students, no matter how bright they are.”

Personality:

“We like student who show confidence and energy.”

“Our company needs well-rounded individuals who are good academically and active in extracurricular activities. Its more important for our employees to be outgoing and work well with other people.

Communication Skills:

“I hate one word answers. Students should try to volunteer information, but make sure they are not off focus.”