

International | Canadore Pathways to Success

Interviewing in Canada

Applications, Resumes, Interviews, and Following Up

What is an Interview



An interview is a live conversation with an employer to assess your fit for the role.

- Interviews may happen in person, by phone, or by video call.
 - Some employers conduct multiple rounds of interviews.
- The interview is the employer's chance to meet you, understand your experience, and see how you communicate.
- It is also your chance to learn more about the employer and the role.
- Employers may ask questions, give you a scenario, or ask you to complete a work sample.
- You should also prepare thoughtful questions to ask them.



Key Point:

Employers use interviews to learn how you communicate, solve problems, and present yourself in real time.

Interview Steps and Screening



Interviews sometimes have multiple rounds, involve screening beforehand, and a variety of formats.

- **Screening:** A short call, email, or form before the interview.
 - Usually confirms contact information, availability, interest, and basic requirements.
- **Common interview formats:**
 - Phone interview, Video interview, In-person interview, Panel interview, Group interview, Recorded or asynchronous interview
- **Common interview styles:**
- Behavioural questions, Scenario-based questions, Technical or skills-based questions, Work sample, test, or presentation
- **Multiple rounds:**
 - Some employers may have more than one interview.
 - Later rounds may involve managers, team members, or more detailed questions.
- **After the interview:**
 - Employers may request references, documents, or follow-up information.

Interview From the Employer's Perspective



The interview helps employers see how you communicate, think, and respond in real time.

- **Communication:** Employers listen for clear, professional answers.
- **Preparation:** Employers notice whether you understand the role, the company, and your own experience.
- **Judgment:** Scenario questions help employers see how you would handle workplace situations.
- **Confidence and attitude:** Employers assess how you present yourself when speaking directly with them.
- **Listening and adaptability:** Follow-up questions show whether you can listen, adjust, and explain your thinking.
- **Professional behaviour:** Employers notice punctuality, body language, tone, respect, and how you handle pressure.

Key Point:

A resume shows what you have done. An interview shows how you communicate, think, and act in a professional conversation.

Preparing for an Interview



Good interview preparation helps you answer clearly, show confidence, and connect your experience to the job.

- **Review the job posting:** Identify the main duties, skills, and requirements.
- **Research the employer:** Know what they do, who they serve, and why the role matters.
- **Prepare examples:** Think of school, work, volunteer, or life experiences that show your skills.
- **Practice common questions:** Prepare for questions about yourself, your experience, strengths, challenges, and availability.
- **Plan your questions:** Prepare 2–3 questions to ask the employer.
- **Check the details:** Confirm the time, location or meeting link, clothing, documents, and transportation.

Key Point:

Do not try to memorize a script. Prepare your examples, understand the role, and practice explaining your experience clearly.

Example Practice Questions



General Questions

- Tell me about yourself.
- Why are you interested in this position?
- What do you know about our company/organization?

Experience and Skills

- What experience do you have that relates to this job?
- What are your strengths?
- What is a skill you are currently working to improve?

Behavioural Questions

- Tell me about a time you worked as part of a team.
- Tell me about a time you dealt with a difficult customer, classmate, or coworker.

Behavioural Questions

- Tell me about a time you had to solve a problem.

Scenario Questions

- What would you do if you were unsure how to complete a task?
- What would you do if a customer or client was upset?
- How would you handle multiple tasks at the same time?

Closing Questions

- Why should we hire you?
- Do you have any questions for us?

Interview Etiquette



Interview etiquette means acting professionally before, during, and after the interview.

- Be ready 10–15 minutes before the interview.
- Greet the interviewer professionally: Smile, say hello, introduce yourself, and thank them for meeting with you.
- Communicate clearly:
 - Let the interviewer finish speaking before you answer.
 - Ask for clarification if you do not understand a question.
 - Give complete answers, not just one-word responses.
 - Show attention and respect, speak at a steady pace.
- Use polite body language, eye contact, and a professional tone.
- Ask about next steps if they have not already explained them.
 - Thank the interviewer for their time.

Key Point:

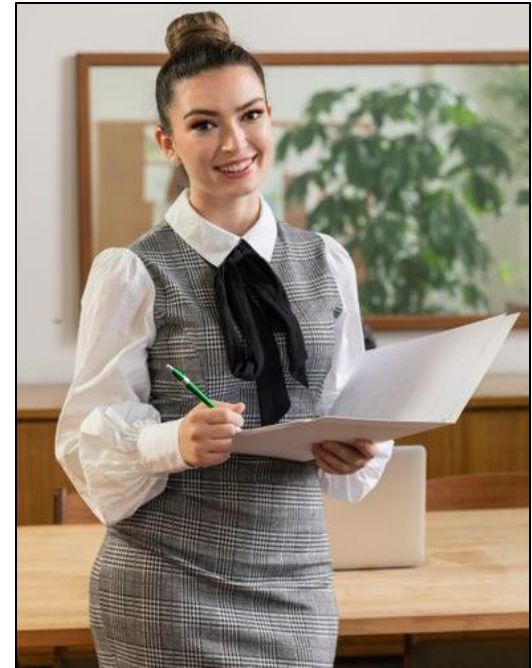
Professional etiquette shows the employer that you are respectful, prepared, and ready for the workplace.

Dressing for an Interview



Interview clothing should be clean, neat, and appropriate for the workplace.

- **Dress for the role**
 - Office roles usually require more formal clothing.
 - Customer service, trades, or casual workplaces may still expect neat, professional clothing.
 - It is usually better to be a little overdressed than too casual.
- **Keep it clean and simple**
 - Wear clean clothes and shoes.
 - Avoid clothing that is distracting, wrinkled, or inappropriate for the workplace.
 - Make sure you are clean and don't smell strongly.
- **For online interviews**
 - Dress professionally even if you are at home.
 - Check your background, lighting, camera, and microphone.



Work Sample or Portfolios



Some employers may ask you to show or complete examples of your work during the hiring process.

- **Work sample:** A specific example of work that shows your skills.
 - Examples: writing sample, design work, code, spreadsheet, presentation, project, customer service response.
- **Portfolio:** A collection of your best work.
 - This may be a website, PDF, folder, or set of links.
- **Prepare before the interview**
 - Choose samples that connect to the job.
 - Make sure links/files work.
 - Remove private or confidential information.
- **Be ready to explain your work**
 - What was the goal?
 - What was your role?
 - What tools or skills did you use?



Asking the Employer Questions



At the end of most interviews, employers will ask if you have any questions. You should be prepared to ask 2–3 thoughtful questions.

- **Ask about the role**
 - What does a typical day in this position look like?
 - What would success look like in the first few months?
- **Ask about training and support**
 - What training is provided for new employees?
 - How does the team support someone who is new to the role?
- **Ask about the workplace**
 - What are the busiest or most important parts of this role?
- **Ask about next steps**
 - What are the next steps in the hiring process?



Key Point:

Good questions show that you are prepared, interested, and thinking seriously about the role.



What Should You Do Next?

Look at a job you are thinking of applying to, try to think about what questions they might ask you in an interview; prepare some responses to those questions.

Next Video: Following Up With Employers

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