

## WHAT TO PREPARE IN ADVANCE

### 1. Chronological Outline of Career and Education

#### How to make a winning impression:

- Be on time – nothing makes a worse impression than a late arrival.
- Dress the part.
- Be aware of body language – make eye contact, give a firm handshake, and smile!!
- Don't sit down before you're invited to do so.
- Never smoke or chew gum during the interview!
- Project enthusiasm – make positive remarks about yourself, your experience and your past employer.
- Break down your life into parts (i.e. university, first job, second job). For each part, write down:
  - Why you went into the program or job
  - What you did when you were there, and
  - Why you left

The chronology should flow logically and bring you to the present day. You should then write down where you want to be in the short and long terms and why it makes sense on where you've been according to your chronology. Also, write down the reasons why you would be appropriate for the job you are going to be interviewed and why you are interested in the position.

### 2. Strengths and Weaknesses

- Strengths:

Write down 3 technical and 3 non-technical personal strengths. For each asset (strength), record something external that proves the strength is also perceived by others as strength, i.e. you received a bonus in recognition, there were some savings achieved, you completed the implementation of a system, you met objectives, it was noted on your performance evaluation.

- Weaknesses:

The area of weaknesses is difficult. The way to answer any question about your weaknesses is to either:

1. Describe a weakness or area for development that you have worked on and have now overcome, or
2. Describe a characteristic that could be perceived as either strength or a weakness.