



Artemis Canada

Your Interview Prep Package



Ask Yourself...

01

How you will know if this is the right opportunity for you?

What do you need to know in order to evaluate this opportunity?

02

03

About your accomplishments: be ready to talk about the strategy, implementation, and development you participated in.

Pre-Interview Homework:

About You and Your Experience:

- List your accomplishments/achievements and think about the strategy, implementation, and development behind them and the process used to bring about these results. Be ready with examples, and with data where it is relevant.
- Look through the lens of the prospective boss – what are the most important qualities for the position they are hiring for?
- What are the three most important things that the interviewer should take away from the meeting?

About the Company and Interviewers:

- Find out as much as you can about the company, their current situation and plans for the future.
- Research your interviewers - this isn't creepy, it's expected! - LinkedIn profiles, Twitter feeds, or anything that is public could be useful.
- If you don't know specifically who you are meeting, ask your recruiter!

Good Research Resources To Use:

Crunchbase
Press Releases
The Company Career Page
YouTube
LinkedIn Company Pages

Pre-Interview Homework Cont:

Questions to Consider

- What previous role did you feel you were most successful in? What made this such a great fit?
- What are the most important factors that you are considering as you evaluate whether this role and company are an ideal fit?
- How was success measured in your last roles? How did you measure up?
- Did you help to increase sales, productivity, or efficiency? How? (Percentage or dollar contribution)
- Did you institute any new systems or changes? What was the situation and what was the result?
- Were you ever promoted? Why and what was the result?
- Did you ever undertake a project that was not part of your responsibility because you liked the problem or were looking to learn?
- Were you given significant salary increases or raises?
- Did you mentor, train or manage anyone? What positive feedback did you receive from your reports or trainees?
- Did you help to establish any goals or objectives for your team or company? How did you define these and/or build the supporting strategy? What were the results?
- Did you change the nature or scope of your job? Why and how?

Reminders

Appearances aren't everything - but they do matter. Impressions are made in the first few seconds, so lead with the impression that you are confident, and someone who they can imagine in the role. Perhaps that means that you are presentable enough to be in front of customers, or polished enough to be accepted as an expert and leader.



YOUR ATTIRE

Clothes should be freshly laundered and well pressed. Don't be afraid to show some personality! The most important aspect is to be confident and comfortable.

FRAGRANCES

Be considerate of people with allergies and avoid fragrances completely.



HAIR & NAILS



Fingernails should be short, clean, and freshly manicured if possible. Hair should be well-groomed.

PURSES/BAGS

Avoid unnecessary bags or purses, if possible.



NO CELL PHONE

Do not take your cell phone into the interview. Leave it in your car - or if that's not an option, turn it off and leave it out of sight.

Pre-Interview Reminders:

- Arrive no earlier than fifteen minutes, but no later than 5 minutes, prior to the interview.
- Prior to entering the building, chew mint gum or a breath mint – but do not chew gum during the interview.
- Allow adequate time for traffic, parking, and a last minute appearance check.
- Treat everyone you meet as though they are the decision-maker, including the receptionist
- Never discuss or show proprietary information.
- Remember that this process is also about you assessing fit, so a conversation around fit is critical for both parties that are important to the hiring decision.
- Your recruiter and the hiring manager have already shared your compensation expectations, so focus on the role and the company.
- If you have concerns, make note and talk to your recruiter after the meeting. Keep things as positive as possible in the interview. You can always opt out later if the fit isn't great, but if you project uncertainty or negativity in the interview, you may not be invited to proceed.

During the Interview

BALANCE

Try to maintain a 50/50 balance between talking and listening.

PRESENCE

Maintain good posture and eye contact. Smile and show that you are interested - even if you're nervous.

CLARIFY

Reframe open-ended questions and clarify confusing or multi-angled questions. Focus on what the interviewer would like to know about specifically.

STAY POSITIVE

Avoid speaking negatively about your current situation, current manager or boss, or working environment.

COMPENSATION

Avoid asking questions about compensation or perks. This can be further explored once there is an agreement on fit for the company and the role.

FIT

Ask how they perceive you fitting into the organization, and if there are any concerns or uncertainties that you can help them address.

ASK

Let the interviewer know if you've enjoyed learning more about the role, and indicate that you're interested in next steps. Ask what you can expect next.

Your To-Bring List:

- Printed directions to the interview, as well as your Recruiter's phone number and the Company's phone number (in the case you run late).
- A pad of paper and pen (preferably a folio).
- A couple copies of your resume (make sure the resume is identical to the one supplied to the interviewer).
- Samples of your work, if relevant and appropriate.
- Your prepared questions for the interviewer.

Clever Questions For You To Ask

How do you measure success, for the company? And more specifically for this team and role?

What would my key responsibilities be and how are these prioritized?

What are the biggest challenges one will face in this role?

What are a few of the important problems or opportunities that need to be addressed in the first six months?

Why is this company positioned to succeed and what are the biggest challenges as you look to grow and evolve?

Why do you (the interviewer) love working here? Why did you take the job and what keeps you excited?

What are the common characteristics of individuals who are exceptional in this company?

How do you identify a great culture fit?

After the Interview:

1. Call your recruiter!

We will discuss what you liked, what questions you still have, what questions you perceive they have about you, and your interest in next steps.

2. Send a hand-written card or an email to each person that you met.

Thank them for their time. Mention specifics from the meeting and cover any areas further you think may need supplementation.



Good Luck!

- The Artemis Canada Team

