



# **Interview Preparation Checklist for Canadian Job Interviews**

**Use this checklist to ensure you're fully prepared for your job interview in Canada:**

## **1. Research the Company**

- Learn about the company's mission, values, and culture.**
- Understand the company's products or services.**
- Familiarize yourself with recent news or developments related to the company.**

## **2. Understand the Job Role**

- Review the job description thoroughly.**
- Identify the key skills and qualifications required.**
- Prepare examples from your experience that demonstrate these skills.**

### **3. Prepare Your Responses**

- Practice answers to common interview questions (e.g., "Tell me about yourself," "Why do you want to work here?").
- Prepare answers to behavioral questions using the STAR method (Situation, Task, Action, Result).
- Be ready to discuss your strengths, weaknesses, and career goals.

### **4. Understand Cultural Differences**

- Research Canadian workplace culture, including communication styles and business etiquette.
- Be aware of the importance of punctuality in Canadian culture.
- Understand the level of formality expected in Canadian workplaces.

### **5. Prepare Questions for the Interviewer**

- Develop a list of insightful questions about the company, team, and job role.
- Avoid asking about salary and benefits in the initial interview unless prompted by the interviewer.

### **6. Plan Your Outfit**

- Choose professional attire that aligns with the company's dress code (business formal or business casual).

- **Ensure your outfit is clean, pressed, and well-fitted.**

## **7. Prepare Your Documents**

- **Bring multiple copies of your resume.**
- **Have a list of references ready, if requested.**
- **Prepare any other supporting documents, such as a portfolio or work samples.**

## **8. Check the Interview Logistics**

- **Confirm the date, time, and location of the interview (or video conferencing details if remote).**
- **Plan your route and allow extra time for traffic or delays.**
- **Test your technology in advance if the interview is online (camera, microphone, internet connection).**

## **9. Practice Your Communication Skills**

- **Work on clear and concise speaking.**
- **Maintain good posture and eye contact during the interview.**
- **Practice active listening and take notes if necessary.**

## **10. Day of the Interview**

- **Arrive 10-15 minutes early.**

- **Bring a notepad and pen for taking notes.**
- **Review your notes and stay calm and confident.**

