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# JOBREADY 101

A PRACTICAL EMPLOYMENT  
GUIDE FOR NEWCOMERS

STAGE 3: JOB INTERVIEWS



# LAND ACKNOWLEDGMENT

Kamloops Immigrant Services would like to acknowledge that this guide was created within the ancestral, traditional, and unceded territory of the Secwepemc Nation.

# INTRODUCTION

Welcome to the Practical Employment Guide for Newcomers. This guide has been created to provide resources, tips, and information to its readers.

It aims to support understanding and development of skills related to job readiness and how to navigate a new workplace once employment is gained.

Our Employment Team hopes that newcomers will find this guide to be helpful and increase confidence throughout their employment journey.

# JOB INTERVIEWS

# STAGE 3



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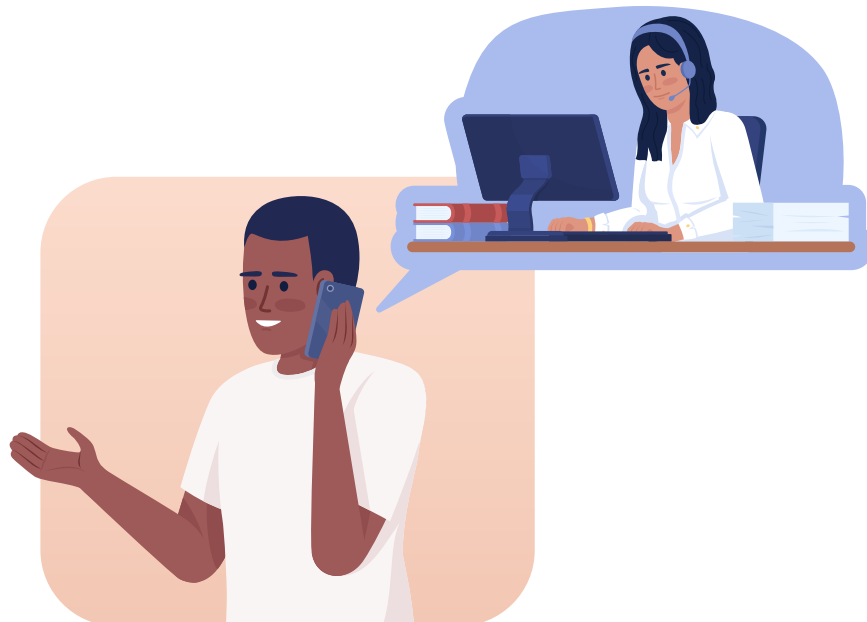
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# PHONE INTERVIEWS

## Introduction

- Usually, the employer or the hiring manager will schedule a phone interview. They will ask for your phone number and contact you at the set time.
- It's important to provide updated contact information before the interview so that they can easily reach you.
- If you haven't heard any information about who will call or the time of the interview, it's a good idea to reach out to the employer or company contact person to confirm the details before the interview day.





# PREPARING FOR AN INTERVIEW

## 5 essential steps

### 1. Organize your research

- Gather information about the company's history, mission, values, products/services, and recent news or updates. This will help you understand the company better and using the information in your answers during the interview shows your interest and excitement.

### 2. Practice common interview questions.

- Research and practice answering common questions like:  
"Tell me about yourself"  
"Why are you interested in this job/company?"  
"What are your strengths and weaknesses?"
- Ask a friend, family member, or job counselor to do a mock interview. Practice answering questions while keeping good eye contact and showing confidence. Ask for feedback on your answers and make changes as needed.
- Prepare specific and thoughtful responses to highlight your skills, experiences, and how you can add value to the company.

19 Common interview questions and answers from Indeed [here](#)



### 3. Create your own questions

- Make a list of questions to ask the interviewer. This shows your interest in the role and gives you a chance to get extra information about the company, teamwork style, and how they will check your work progress.
- Think carefully about the questions, don't just ask about things that could be answered by searching online.

### 4. Get ready on the interview day

- Write down the interview place, date, and time. If it's an in-person interview, plan before the interview date how you will get there.
- If it's a virtual interview, make sure you have good Wi-Fi, a quiet space with good lighting, and a camera and microphone that works well.
- Choose professional clothes that matches the company's culture and dress code. Make sure you look clean and organized.

### 5. Follow-up

- After the interview, write a short message in a card or email to say "thank-you". Share your excitement about the job and briefly mention important topics from the interview. This shows that you are professional and can help you stand out.



# QUESTION STYLES

During an interview you can expect to hear different kinds of questions. Here are some common types of questions that you may be asked:

## **Background and experience**

- These questions aim to learn more about your professional job background, education, and previous work experiences:

"Can you tell me about yourself?"

"What related experience do you have for this position?"

"Why are you a good fit for this role?"





## Job-related skills and knowledge

- The interviewer may ask questions like this to check if your skills and knowledge match the job requirements:  
"How would you handle [specific task or situation]?"  
"What technical skills do you have that are related to this role?"  
"How do you stay updated on industry trends?"

## Behavioral and situational

- These questions check how you handle specific situations or challenges:  
"Give an example of a time when you faced a difficult problem at work and how you solved it."  
"How do you prioritize tasks and manage your time effectively?"  
"Describe a time when you worked successfully as part of a team."
- Many interviewers ask behavioral questions to assess your past actions and skills used in specific situations. You can use the STAR method (Situation, Task, Action, Result) to create your answers and give specific examples that show your skills and problem-solving abilities.



Indeed's guide to using the STAR Method

[here](#)



## Company and role-specific

- The interviewer may ask these kind of questions to see how interested you are in the company and your understanding of the position:

"What do you know about our company?"

"Why are you interested in working for us?"

"How does this role match with your career goals?"

Remember to prepare specific examples and stories that demonstrate your skills and experiences. Also, be ready to ask questions about the company or position at the end of the interview. It is also okay to ask them to repeat a question or to clarify what they are asking. Interviewers will appreciate you taking the time to think carefully about your answer.





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## HOURS OF OPERATION

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