1. **Know your prospective employer.**

Research the organization that you want to join in depth. At a minimum, review its website for mission/objectives, corporate values, a business overview and latest news – know what makes it ‘tick’. Perform an Internet search for other sources of information about the company. Speak to employees at every opportunity.

2. **Practice the difficult questions...and the easy ones.**

Core interview questions are not that difficult to guess, and there are many resources available to help you identify common questions interviewers ask (for example, Monster.com). Identifying the difficult ones and preparing a response in advance is key to strong interview performance. Ask friends to interview you and give you feedback.

3. **You are a S.T.A.R.**

Behavioral interview techniques are widely used in the professional services industry. For key skill areas—for example, teamwork—interviewers will look for a Situation, your Task, the Actions you took and the Response/Result.

4. **Review your resume.**

Before your interview, make sure you are able to elaborate on anything you have written on your resume, cover letter or application form. It is highly likely that this will form the basis for a large part of your interview.
5. Make an example of yourself.
Be ready to support your responses with concrete examples from whatever experience you have. We learn core skills from a variety of environments—university projects, sports teams, employment, family and friends, volunteer work. Draw from as many as you can.

6. Presentation is paramount.
Dress appropriately for the organization with which you are interviewing. If you are in any doubt, dress more formally and don’t be afraid to ask. Practice your hand shake and remember to maintain eye contact with your interviewer. And smile!

7. Where are you going?
Make sure you know where your interview will take place and how long it will take you to get there. Then add extra time for unforeseen issues. This is one day where being late is definitely not fashionable.

8. Question your questions.
You are expected to ask questions at the end of the interview, and it is ok to bring a list. Asking a pertinent and well-thought-out question that further demonstrates your interest in the company is a great way to close an interview. Again, the major job sites have good lists of questions you might consider asking. Avoid asking the obvious (see Tip 1).

9. Take time to listen.
Make sure you listen attentively to the question you are being asked, and make sure you answer that question—not the one you would have liked to have been asked. Take a moment to breathe, and think about your answer before you respond. If you do not understand the question, ask for clarification.

10. Be yourself! Sell yourself! Enjoy yourself!
…that speaks for itself!