



Get Ready for Your In-Person Job Interview



The **Inclusive**
Workplace

Here is a **checklist** of things to do **before**, **during**, and **after** your job interview. Use this checklist to help you get **ready** for your in-person interview.

It can be helpful to have someone help you with this checklist.

- Do you have someone who can help you?
- You may have a family member or a friend who can help you with this checklist.
- Do you have a support person who works at an employment agency? This person might be called a **job coach**.



Before the interview

Date, time, and other details

- Ask the interviewer for the details of your in-person interview (see the questions in the box to the right).
- Ask for the interviewer's phone number and email address.

Accommodations

- Decide if you have **accommodation** needs for your interview, and practise how you will ask for them.
- If you have accommodation needs, ask the interviewer who you should speak to about them.
- Ask for accommodations that will help you during your interview.
- Decide if you will tell the interviewer that you have a disability. It is your **choice**. If you decide to tell them, you can do it before, during or after the interview.

“What **day** will the interview be?”

“What time will it **start**?
What time will it **end**?”

“What's the **address** where the interview will be held?”

“How **many** people will join the interview? What are their **names** and **roles**?”

“Can you tell me the steps in your **interview process**?”

“Are there any **COVID-19** safety rules I need to follow?”

What are accommodations?

An accommodation is any **change** that can be made during the interview that will help you to show or share your skills and experience. For example:



“As an accommodation, may a support person **join the interview** with me?”

“Can the interview be done with **fewer people**, to lower my anxiety?”



“As an accommodation, can I please have a **list of interview questions** before the interview so I can have more time to think about the information?”



“As an accommodation, may I **write** down my answers to your questions before I say them so I can think about my answers in my preferred way?”



“As an accommodation, can our interview be scheduled for more **time** so I can think about my answers?”




Click the link to read the [Accommodations for You](#) document.

Prepare to **answer** interview questions

- Practise answering questions you think you'll be asked.
- Learn about the business so you can answer questions you may be asked about it during your interview. (For example, do an internet search or visit the business's website or Facebook page.)



 Click the **link** to read more about answering interview questions in the [Prepare for Common Job Interview Questions](#) document.

Prepare to **ask** questions during your interview

- Plan the questions you want to ask the interviewer during your interview. This shows you are **interested** in the job.
 - What do you want to know about the business?
 - What do you want to know about the job?

For example:

“What do you like **most** about working here?”

“What does a **normal day** in this job involve?”

“Can you please tell me about the **training** for this job?”

- Plan what to say if you don't understand a question. Remember that it's **okay** to say you don't understand a question.

“Can you please ask that question in a **different way**?”

“I'd like to speak with my **support person** for a moment.”

Prepare your references

References are **two to three people** you have worked with before who can tell the interviewer more about your **skills**.

- Before your interview, decide **who** will be your references.
- Ask** them if they will be your references.
- Make a **list** of your references, how you know them, and their **phone numbers** and **email addresses**. Family and friends should not be used as references.



“Hi Ms. Green. It’s nice to speak with you again. I have a job interview on Tuesday. Would you give me a good **reference**?”

Plan for the interview

- If you have a support person (job coach), plan for the interview with them.
 - Will this person join you in the interview as an **accommodation**?
 - Will they be **available** to join you on that day and time?
 - Talk about how they can **support** you during your interview:
 - Will they help **clarify** questions?
 - Will they **remind** you to share important information?
 - How will they know if you need **help** during the interview?



Prepare your interview **items**. What can you take with you to help you? Pack a clean, tidy bag with:

- The job description, your resume and references, and the interviewer's phone number.
- A list of questions to ask.
- Pen and paper.
- A water bottle.
- A face covering (mask) and hand sanitizer.



Plan what **clothes** you'll wear and how you'll look good during your interview.

- Wear a nice unwrinkled shirt, a nice clean pair of pants, and clean shoes.
- Wash and comb your hair.
- Shave your face or trim your beard if needed.
- Brush your teeth.
- Wear deodorant.



Plan how you'll **travel** to and from your interview.

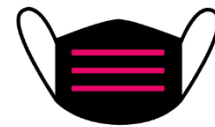
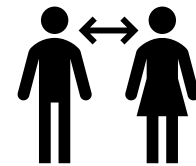
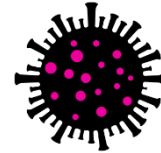
- Do you know how to get to the correct address?
- Will you take a bus or a taxi, or get a ride from someone?
- How much will it cost?
- If you're taking the bus, where will you catch it? What time will you catch it? Where will you get off the bus?
- How long will it take to travel to the interview location? If your interview is on Wednesday at 1:00 p.m., what time will you need to leave your house that day so you arrive at your interview by 12:40 p.m.?



Practise travelling to and from the interview location at least **once**.

Review COVID-19 safety rules

- When travelling to your interview, wear a clean face covering (**mask**). Make sure you know how to wear it properly.
- If you are travelling by bus, try to practise **physical distancing**. Use **hand sanitizer** before you get in the bus and after you get out.
- During COVID, do **not** shake hands with your interviewer. This is not safe. Say hello and introduce yourself instead.
- Stay **2 metres** apart from the interviewer and other employees at the business. There should be enough space to fit a car between you and the other people.
- Your interviewer (and other employees at the business) will probably be wearing a face covering (mask). Plan to wear your **mask** while you are at the interview location.
- You may be asked to use a specific door or entrance to the building.
- You may be asked to use **hand sanitizer** when you enter the building.



Do some practice interviews



- Ask a support person (job coach), a friend, or a family member to pretend to interview you.
 - Have them ask you interview questions.
 - Practise answering the interview questions.
 - Practise asking the questions you want to ask.
 - Practise being friendly, polite, and interested in the job.
 - Ask them to give you feedback.

Interview day!



Arrive at your interview **15–20 minutes early**. This helps show you are **polite, organized,** and **interested** in the job. It also gives you time to use the washroom if needed.

If you can't be at your interview, **let the interviewer know as soon as possible**.

Being late should only happen if there is an **emergency**. An emergency is something unexpected that you can't control, such as a car accident.

“I think there's been an **accident**. I'm on my way, but we are stuck in traffic. I think I'll be 20 minutes late. **Will it be okay to start when I arrive?**”

During the interview

- Give a **friendly** greeting.
- Show **interest** in the job.
- Be prepared for **small talk**. Small talk may be a way to get to know each other before and after the interview, but remember to keep small talk short so you can use most of the time to answer interview questions.
- Try to do these things if you're comfortable: **smile**, sit with a straight back, and look at the interviewer, especially when they ask you questions.
- It's okay to ask for **help** or say you don't understand a question.

“It's **nice to meet you**. Thank you for this interview. How are you today?”

“Can you please ask that question in a different way?”

“I'd like to speak with my **support person for a moment**.”



Answering questions

- When answering questions, it's okay to **pause** to think of your answer before saying it.
- For most questions, your answer should be **three to five** sentences.
- Be polite and positive, and share your skills, strengths, and experiences. Give **examples** that show you would be a good fit for the job.
- If you're not sure about your answers, **ask** the interviewer if you answered the question.
- Remember, it's okay to make a mistake. You don't have to answer all the questions perfectly. Continue with the interview.

“Did I answer your question?”

“Can I **think** about that question and answer it later?”

“Can we **pause** so I can think about that question?”

At the end

- The interviewer may ask you if you have any questions. Use your list of **prepared questions** to learn more about this business and the job. This shows you are interested in the job.
- If the interviewer doesn't tell you when they will let you know their decision, **ask** what will happen next.
- Thank** your interviewer.
- During COVID, do **not** shake hands. Just give a **friendly goodbye**.
- Provide **references** if you are asked to.
- After the interview, complete a **background check** if you are asked to. Follow the directions the interviewer gives you. You can ask a support person (job coach), friend, or family member to help you with this if needed.

“What are the **next steps**?”

“When will I **hear back** from you?”

“**Thank you** for this interview and your time. I look forward to hearing from you soon.”



After the interview

Thank the interviewer

You can **thank** your interviewer by:

- Phone (voice message is okay)
- Email
- Mail
- Written note to the business

Send **one** thank you.

It's okay if you don't hear back from them.

“Thank you for the interview and for your time. I am very **interested** in the job. As we talked about in the interview, I have a lot of skills and experience that make me a good fit for the job. I look forward to hearing from you soon.”

Next steps

If you are offered the job

- Say yes or no if they offer you the job. Ask any questions you have about the job, hours, location, salary, or benefits.
- It's okay to take time to think about your decision. Ask the interviewer when you need to tell them your decision.

“**When** should I let you know?”

“Should I email you to let you know, or should I give you a phone call?”

If you are not offered the job

- If the interviewer doesn't choose you for the job, what did you learn from your experience? What would you like to try differently next time?
- Ask the interviewer for feedback.

“What did I do **well** in my interview?”

“How can I **improve** my interview skills?”



Checklist

Confirm the details

- Ask the interviewer for the details of your in-person interview.
- Ask the interviewer for their phone number and email address.

Accommodations

- Decide if you have any accommodation needs for your interview. Practise how you will ask for them.
- If you have accommodation needs, ask the interviewer who to speak to about them.
- Ask for accommodations that will help you during your interview.
- Decide if you will tell the interviewer that you have a disability.

Interview questions

- Practise answering questions you think you'll be asked in the interview, including questions about the business.
- Prepare answers to questions you may be asked about the business.
- Plan questions to ask during your interview.
- Plan what to say if you don't understand a question.

Set up

- Plan with your support person how they will support you during the interview.
- Plan how you will travel to and from your interview.
- Plan what clothes you'll wear and how you'll look good during the interview.
- Prepare your interview items and references.

Practise

- Practise travelling to and from the interview location.
- Do some practice interviews.

Get ready on interview day

- Look good.
- Have your interview items ready.
- Travel to your interview and arrive early.
- Contact your interviewer if you will be late.
- If you can't be at your interview, let the interviewer know as soon as possible.

During the interview

- Give a friendly greeting and show interest in the job. Be prepared for small talk.
- Answer the interviewer's questions.
- Ask for help (if needed).
- Ask your prepared questions.
- If the interviewer doesn't tell you when they will let you know their decision, ask what will happen next.
- Give a friendly goodbye.

After the interview

- Send a thank you to your interviewer.
- Provide references, if asked to.
- Complete a background check, if asked to.
- If they offer you the job, think about it carefully and say yes or no.
- If they do not offer you the job, ask for feedback on your interview skills.



Links



[Prepare for Common Job Interview Questions](#)



[Accommodations for You](#)

Sources

The information in this document came from the websites and articles in this list. These are called **sources**.

1. Baumgardner, C. & Chirdon, W. (n.d.). Virtual Interview Guide: Tips for Making the Best Impression During Your Interview. Penn State. https://publicpolicy.psu.edu/documents/spp_virtual_interviews_guide.pdf
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4. Samuels, J. (n.d.). Employment Advice Column: The Online Virtual Job Interview During COVID19 and Beyond. Reena. <https://www.reena.org/employment-advice-column-the-online-virtual-job-interview-during-covid19-and-beyond/>
5. Whetzel, M. (n.d.). Interviewing Tips for Applicants with Autism Spectrum Disorders (ASD). Job Accommodation Network. <https://askjan.org/publications/consultants-corner/vol10iss01.cfm>

