

WORK CENTRAL AB

Interview Preparation Guide

How to Prepare, Perform, and Follow Up With Confidence

A Career Resource from Work Central AB

Getting the Interview Is Only Half the Job

Landing an interview means an employer already sees you as a strong candidate on paper. What happens next comes down to preparation. This guide walks you through how to research the employer, prepare for common and behavioural questions, handle virtual interviews, and follow up professionally - so you can walk into any interview across Central Alberta, or online, with confidence.

1. Before the Interview

Research the Employer

- Review the company's website, services, and any recent news or projects.
- Understand their role in the Central Alberta community - many regional employers value candidates who show genuine local interest.
- Check the job posting again and note the specific skills and qualifications they emphasize.
- Look up your interviewer(s) on LinkedIn if names are provided, to understand their role.

Plan the Practical Details

- Confirm the interview format: in-person, phone, or video call.
- For in-person interviews, plan your route and parking in advance, and aim to arrive 10 minutes early.
- For virtual interviews, test your camera, microphone, and internet connection the day before.
- Prepare two or three printed copies of your resume for in-person interviews.
- Choose professional attire appropriate to the industry and role.

2. Common Interview Questions

Most interviews include a mix of general, role-specific, and behavioural questions. Practicing your answers out loud - not just in your head - makes a noticeable difference in delivery.

Frequently Asked Questions

- Tell me about yourself.
- Why are you interested in this role / this company?
- What are your greatest strengths and weaknesses?
- Where do you see yourself in five years?
- Why are you leaving your current position, or why did you relocate to Central Alberta?
- What can you bring to this team that other candidates can't?
- Do you have any questions for us?

Prepare a concise, honest answer for each - aim for 60 to 90 seconds per response. Avoid memorizing word-for-word; instead, know the key points you want to hit.

3. Behavioural Interview Questions: The STAR Method

Behavioural questions ask you to describe a past situation to predict future performance - for example, "Tell me about a time you handled a conflict with a coworker." The STAR method keeps your answers structured and specific:

The STAR Method

Situation - briefly set the context: where, when, and what was happening.

Task - explain your specific responsibility or goal in that situation.

Action - describe the steps you took, focusing on your own contribution.

Result - share the outcome, using numbers or specifics where possible.

Prepare three to five STAR stories in advance that showcase teamwork, problem-solving, leadership, and handling challenges. Most behavioural questions can be answered by adapting one of these stories.

4. Virtual Interview Tips

Many Central Alberta employers now offer video interviews for at least the first round. Virtual interviews require a few extra considerations:

- Choose a quiet, well-lit space with a plain or tidy background.
- Position your camera at eye level and look at the camera, not the screen, when speaking.
- Close unnecessary browser tabs and applications to avoid notifications and lag.
- Keep notes nearby, but avoid reading directly from them - maintain natural eye contact.
- Dress professionally from head to toe, in case you need to stand or the camera angle shifts.
- Have a backup plan (phone number) in case of technical issues.

5. Questions to Ask the Interviewer

Asking thoughtful questions shows genuine interest and helps you evaluate whether the role is right for you. Consider asking:

- What does success look like in this role after the first six months?
- How would you describe the team culture?
- What are the biggest challenges someone in this role would face?
- What opportunities are there for growth or professional development?
- What are the next steps in the hiring process, and when can I expect to hear back?

6. After the Interview

- Send a thank-you email within 24 hours, addressed to each person who interviewed you.
- Reference something specific from the conversation to keep the message personal.
- Reaffirm your interest in the role and briefly restate why you're a strong fit.
- If you haven't heard back by the timeline they provided, a polite follow-up email is appropriate.

7. Final Interview-Day Checklist

- ✓ Researched the employer and reviewed the job posting
- ✓ Prepared answers for common and behavioural questions using STAR
- ✓ Confirmed interview time, location, or video link
- ✓ Tested camera/microphone (for virtual interviews)
- ✓ Printed extra copies of resume (for in-person interviews)
- ✓ Prepared 3-5 thoughtful questions to ask the interviewer

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- ✓ Planned professional attire and route/login details
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- ✓ Sent a thank-you email within 24 hours
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Pair this guide with the Resume Writing Guide and Cover Letter Templates to build a complete, confident job application. Visit workcentralab.ca/resources for more free career tools, including salary negotiation tips and LinkedIn profile guidance.