

# BE PREPARED FOR THE INTERVIEW

## Checklist

This checklist is designed to make your job easier and increase your chances of success at a selection interview. Be prepared is the key to success!

### Before the interview

- ☐ Learn about Garaga and its mission, its culture and objectives.
- ☐ Know your talents, your skills and areas for improvement relative to the job posting.
- ☐ Revise your résumé and learn its content.
- ☐ Understand the job offer for which you apply.
- ☐ Demonstrate an interest by preparing questions for the interview.
- ☐ Print an extra copy of your résumé
- ☐ Make sure you know the location, date, time and name of contact person.

### During the interview

- ☐ Wear appropriate attire to the coveted job posting.
- ☐ Bring an extra copy of your résumé.
- ☐ Plan to be ahead of about 15 minutes.
- ☐ Always give a firm handshake while looking the person in the eyes.
- ☐ Have a proper posture.
- ☐ During the interview, if a question bothers you, take time to think to give a better answer. If you do not grasp the meaning of the question, ask that it be reworded.
- ☐ At the end of the interview, give a firm handshake while looking the person in the eyes and thanks him for having met you.

### After the interview

- ☐ Contact the recruiter to thank him for the job interview.
- ☐ If you have no reply in the following weeks of the interview, do a follow up with the recruiter.

**The most important is to be who you are!**