

### Coaches Corner:

#### Increase Success In On-the-Spot Interviews & At Job Fairs

##### 1. Preparation

Prepare concise responses to common interview questions:

What are your strengths?

How do you handle stressful situations?

Describe your relevant employment experience.

Tell me about a time when you went over and above at work.

What are you most proud of?

##### 2. Practice

Practice answering questions out loud with a friend or family member, even better have someone video tape you. Take notice of your posture, hand gestures, how quickly you speak, how often you say things like um and ah.

##### 3. Research

Research the companies you want to work for and jobs you want, learn about what they do, job details, their mission vision and values. Think about how your values match the companies values. The information you gather shows potential employers that you are interested in working with them and can help you brainstorm additional questions you might like to ask them. Prepare answers to questions like: Why do you want to work for us/know about us? Why do you want this job?

##### 4. Clothing

Dress for success, treat every potential encounter as an interview. Consider the position you would like and dress as if you have the job already.

##### 5. Resume

Keep your resume in a folder with you if you think an opportunity might pop up unexpectedly.

##### 6. Follow Up

Above all, be sure to get the contact information of the person who on-the-spot interviewed you and follow up with them via phone or email within 24 hours to thank them for their time and the opportunity to discuss the role. You can use the follow up to remind the employer of why you qualified and what skills you have to offer.

### What Is An On-The-Spot Interview

An on-the-spot interview is an unscheduled meeting with a potential employer. This could happen when you drop in/ cold call a potential employer, at a job fair, networking events, or anywhere that you might run into or meet up with a potential employer.

For example, let's say you decide that you want to drop your resume off at a business because you heard they were hiring. You walk in and it just so happens that the Hiring Manager is at the front desk and overhears your conversation with the receptionist. The Hiring Manager decides in that moment that they are interested in you and they start to ask you questions.

On-the-spot interviews can happen anywhere. This means that as a job seeker, it is important to always be prepared!

### How Do On-The-Spot Interviews Help Employers Make Decisions?

- Surprise Element – Tests potential candidates ability to think and respond quickly
- Immediate Opportunity – Assess potential candidates quickly
- Preparation – These interviews are unplanned; they test someone's dedication and motivation to finding a job/always being prepared
- Initial Screening – A useful tool for employers as a preliminary screening process before booking a longer interview
- Flexibility and Adaptability – Ability to adapt to unexpected situations and communicate effectively under pressure

### UPCOMING WORKSHOPS

#### Making the Most of a Job Fair

Tuesday April 9th  
2pm to 4pm

#### Outstanding Interviews

Tuesday April 23rd  
2pm to 4pm

**Note: No registration necessary, just come on in a few minutes before the start time!**

### BARRIE COMMUNITY SPRING JOB FAIR

Wed Apr 17 – 1pm to 5pm  
Southshore Community Centre  
205 Lakeshore Drive, Barrie



Scan the QR Code to get to the Career Centre Website

