

Strive to Thrive

Career Tips For Ted Rogers School Students

These reports leverage the expertise of BCH staff to share best practices for students & alumni.

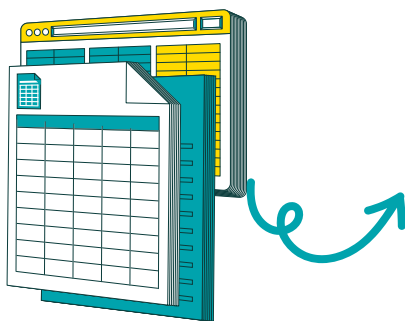
Pre-Interview Preparation

Coordinating Your Approach:

What's more crucial than an interview is the preparation that precedes it! By adequately preparing for an interview, you will boost your confidence in showcasing your skills and experience. This guide outlines the steps to take in preparing for an interview, starting from applying for a position to post interview follow-up.

While Applying

- 1 Keep a record of the Job Description
- 2 Save a copy of the Resume/Cover Letter you submitted



Quick Tip - Utilize an Excel/Sheets spreadsheet to organize and track all job applications, job descriptions, the versions of your Resume, and Cover Letters used

Once You Hear Back

Be prompt and professional when confirming the date and time for the interview



Familiarize yourself with the interview format (virtual or in-person, duration, and style)



If the interview is in person, arrange transportation and map out your route beforehand to reduce stress on the day



Days Leading to the Interview



Conduct thorough research: Explore through the companies 'About Us' section, its core values and initiatives. This will help you respond effectively if they inquire what you know about them.



Carefully review the job description: Ensure you remember the required responsibilities and skills for the position, and be ready to discuss how your experiences align with them.



Draw from the skills outlined in the job description: Recall and document past instances where you effectively demonstrated those skills. Develop detailed STAR stories - use these examples: [STAR Method](#).



Utilize search engines or AI: Discover interview questions related to the skills specified in the job description.



Prepare questions: Come up with questions that can not be answered by looking at the job description or the company website.



Practice diligently: Write down your responses, practice speaking in front of a mirror, conduct mock interviews with a family member, friend, or a Career Coordinator!



Schedule a Mock Interview with a Career Coordinator! [Schedule a 1:1 appointment](#).

Day of the Interview

De-stress

- Meditate
- Take a walk
- Chat with a friend



Dress for Success

- Prepare your professional business attire in advance
- Check out our [Business Attire Hub Insights Report](#)



In-Person Meetings	Virtual Meetings
<ul style="list-style-type: none">✓ Check traffic conditions or any transportation delays to adjust your schedule accordingly✓ Print your resume and cover letter as backup✓ Bring a notebook and pen	<ul style="list-style-type: none">✓ Practice using the meeting platform (muting, camera, joining)✓ Test your camera settings and background appearance✓ Check your audio quality and if there are disturbances, try moving to a different location or use headphones

Post-Interview

- ✓ Congratulate yourself for your hard work and preparation for the interview!
- ✓ Send a thank-you email to all interviewers, preferably within a day
- ✓ Take notes on your performance to identify strengths and areas for improvement for future interviews
- ✓ If you receive a rejection, seek feedback on areas for improvement
- ✓ If you get accepted, carefully review the job offer and check out our HubInsights report on [salary negotiation](#)



Visit the Business Career Hub

Employer Events

The BCH hosts several employer events to prepare you for your professional career. Refer to your weekly BCH Careers Newsletter for a list of upcoming events.

Bootcamps/Prep Programs

Advance your technical and soft skills, earn digital badges, and gain an advantage in today's workforce through bootcamps. [Click here to register for current bootcamps.](#)

Coaching & Mock Interview

For career coaching, interview prep and more, [schedule a 1:1 appointment](#) with a Career Consultant or a Co-op Coordinator.



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Career Consultant Contributor

Hannah Voore

Hannah, a Career Consultant who brings four years of experience from the IT and Recruitment industries. As a former Academic Trainer specializing in professional skills and project management, she is committed to equipping TRSM students with the necessary tools to achieve their career goals.



Student Contributor

Suleman Bulbulia

Suleman is a Law and Business student currently working as a Client Engagement Associate at the BCH. Suleman is passionate about supporting people, learning new things and sharing knowledge. He is also always up for an adventure.