



MANITOBA TRUCKING ASSOCIATION

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Preparing for an Interview

Preparing for a job interview is crucial to make a positive impression and increase your chances of success.

Here's a pre-interview checklist to help you get ready:

1. Research the Company:

Understand the company's mission, values, products, services, and culture. Familiarize yourself with recent news and developments related to the organization. These can also be good indicators if the company is the correct fit for you! Remember, an interview goes both ways. You are interviewing the company to determine if they would be a good place for you to do well!

2. Understand the Job Description:

Carefully review the job description and qualifications to know what's expected of you. Identify key skills, qualifications, and responsibilities required for the role. Match those qualifications to your existing experiences and skills.

3. Know Your Resume:

Be prepared to discuss your work history, skills, and experiences listed on your resume. Be ready to provide specific examples of your accomplishments and challenges you've overcome. Make a list of achievements from past jobs and try to insert these into your answers.

4. Prepare for Common Questions:

Anticipate common interview questions and formulate your responses. Practice answering questions about your strengths, weaknesses, achievements, and career goals. While researching the company, you may discover other candidates have shared company specific interview questions. These can be a great resource, but do not rely

on these alone, as many companies update their interview processes frequently.

5. Questions to Ask:

Prepare thoughtful questions to ask the interviewer about the company, team, or role. This shows your genuine interest. Asking the interviewer what they enjoy about the company, what are job specific goals for the first 30 days, or how is performance measured, are good questions to ask only if they have not already been answered during the interview.

Avoid asking questions about salary and benefits during the initial interview unless the interviewer brings up the topic. While many companies are becoming more progressive, including wages and benefits in the job advertisements and in first discussions, there are still many employers that believe bringing up wage discussions too early is unprofessional. Therefore, it is suggested that the applicant is cautious regarding these topics.

A list of questions to be asked at the end of an interview can be found on the Sector Council section of the MTA website..

6. Professional Attire:

Choose appropriate attire based on the company culture. When in doubt, it's better to be slightly overdressed than underdressed. If possible, ask the recruiter what the dress code is in the workplace.

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7. Gather Necessary Documents:

Bring a printed copy of your resume. If requested, bring any other relevant documents, such as a portfolio or certifications. Many companies are no longer requiring applicants to bring a printed resume, however, it is always best to be prepared!

8. Practice Your Body Language:

Maintain eye contact, offer a firm handshake, and exhibit good posture. Practice confident and friendly body language to convey professionalism.

Some companies are requesting a contact free interview; therefore, no handshakes are required. It is best to offer your hand and be rejected, then to miss what some older generations consider an important aspect of introductions.

9. Rehearse:

Practice answering common interview questions with a friend or in front of a mirror. This helps you feel more at ease during the actual interview.

10. Route Planning:

Determine the interview location and the best route to get there. Factor in traffic and potential delays. Consider parking availability, parking costs, and rush hour. Be realistic about travel time. Plan for the worst, hope for the best.

11. Punctuality:

Aim to arrive at the interview location at least 10-15 minutes early. Being punctual demonstrates reliability and respect for the interviewer's time. Let reception know you've arrived. Your interview starts from the moment you set foot on the company property. Many companies' factor in how you treat every team member with whom you interact.

12. Technology Check:

If the interview is remote or involves video conferencing, ensure your technology (computer, camera, microphone) is in working order.

Test the internet connection and have a backup plan in case of technical issues. Download any programs you may require. Whilst zoom and Microsoft teams can use an internet browser like Google or Edge to function, these programs work best if you have already downloaded and tested the functions.

13. References:

Have a list of professional references available, including their contact information and relationship to you.

Contact your references ahead of time and let them know you are seeking employment. If a company asks for references let the reference know what company, what job title, and what possible responsibilities you may have at that organization.

14. Briefcase or Portfolio:

Use a professional briefcase or portfolio to organize and carry your documents and notes. A zippered folder or pocket folders are affordable alternatives that can be found at many dollar stores.

15. Confidence and Positivity:

Boost your confidence and maintain a positive mindset before the interview. Visualization and relaxation techniques can help.

16. Rest and Nutrition:

Get a good night's sleep before the interview to be well-rested. Have a balanced meal before the interview to maintain energy and focus. Stay well hydrated throughout the day.

17. Send a thank you email or card.

Thanking an interviewer for their time and consideration. Let them know you would be happy to provide further information if required.

By completing this pre-interview checklist, you'll be well-prepared to make a strong impression and effectively convey your qualifications and enthusiasm for the position. Good luck with your interview!