

## Tips for Job Interview

A job interview is an opportunity for you to provide further clarification and evidence of your ability to perform the duties and requirements of the position.

Below are some tips to remember when preparing for and attending a job interview.

### **Preparing for the Interview**

- **Understand the Interview Format:** When contacted, ask if the assessment will consist of the interview only, or if there is also a test or written component. Ask if you are required to provide any relevant documentation and be sure to bring along your list of references and current contact information.
- **Review the Job Ad:** Prior to your interview, review the job advertisement carefully. Be prepared to demonstrate how your skill set aligns with the duties and qualifications listed. Also consider any transferable skills you may have that would benefit you in this position. If there's a contact name and number in the job advertisement, call and inquire on any questions you may have or clarification you may require.
- **Research the Employer:** Gather information on the employer including lines of business, goals, mandate and vision. This will help you:
  - better understand how the position fits with the broader organization, and
  - identify questions you would like to ask during the interview process.
- **On the Day of:** Give yourself plenty of time to arrive at the interview location. If you are unable to keep your interview time, be sure to call and let the interviewer know.

### **During the Interview**

- **Communication:** The interview is your opportunity to display your qualifications and skills, including verbal communication and interpersonal skills. Strive to communicate in a clear voice while maintaining eye contact with the interview Board.
- **Manage Your Time:** Be cognizant of the time allotted and the number of questions – this will help you focus and stay on track. Keep your answers clear and concise, however, include enough information and examples so the interviewer can adequately assess your level of competence in that area. Here's a tip to help organize your thoughts and keep your answer concise:

- The P.A.R technique

**Problem faced**

**Action took**

**Results achieved**

➤ **Interview Questions:**

- **General** questions are developed to give the candidate the opportunity to provide further information about their work history, knowledge, skills and abilities in relation to the job they are applying for. Remember, the interviewer has already reviewed your resume so he/she has a brief idea of your background, now is the time to go into greater detail. Keep it clear and relative to the position you are applying for.
- **Knowledge based** questions are very specific in nature and are developed to assess a candidate's ability in relation to an identified subject. Take a minute to review what you are asked and formulate your answer. Be as specific as possible.
- **Situational/scenario** questions present you with a hypothetical scenario and the interviewer wants your solution. When formulating your response, think about an example of when you may have dealt with a similar situation.
- **Behavioral** questions allow the candidate to draw on prior experiences and behaviors. They are typically asked to assess personal suitability required for the position. Think of specific work related experiences to help formulate your answer.

➤ **Keep in Mind:**

- The interviewer will assess your ability to perform the duties of the position in question. Where possible, focus on how your experience and qualifications enabled you to not only succeed in your current or previous positions, but have also prepared you to take on an additional scope of work and new challenges. Include volunteer experience or additional training or education. This indicates your desire to learn and grow.
- When the interviewer is finished asking questions, you may have the opportunity to ask some of your own. This is your opportunity to determine if this position is the right fit for you. You may have questions regarding reporting structures, hours of work or require further clarification on duties or expectations. As well, you may be curious about the competitive process and timelines associated.
- If you have not included your employment references with your résumé, you should bring these to the interview and leave them with the Board. You should include contact information for your most recent supervisors who are able to provide relevant information regarding your qualifications and suitability for the position.