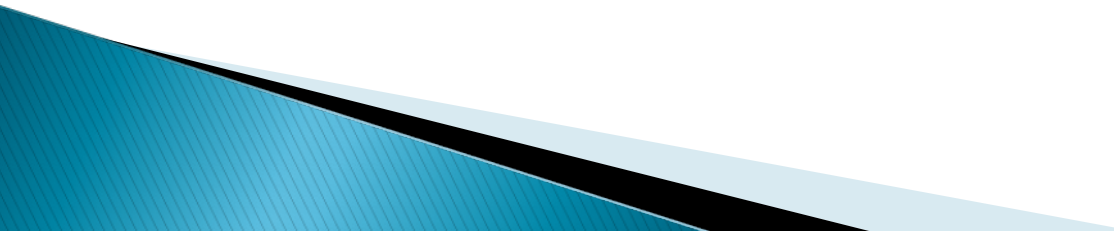


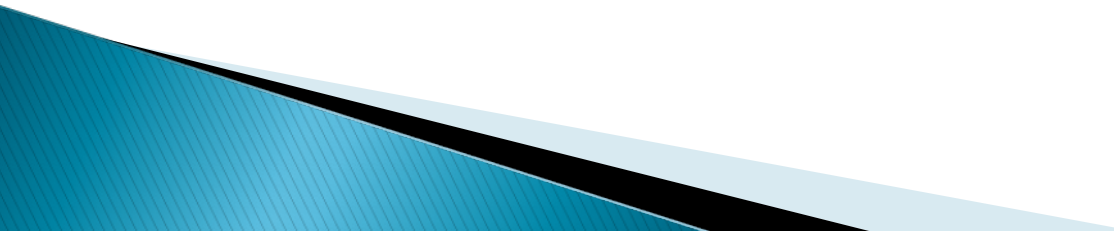
Interview Skills Workshop

Lori Sather, Recruitment Officer
Human Resources &
Environment, Health and Safety

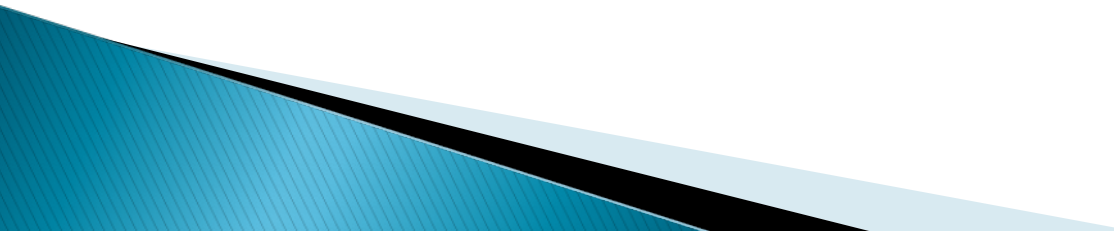
Objectives

- ▶ To understand the interview process
 - ▶ Preparing for an interview
 - ▶ What to expect before, during, and after the interview
 - ▶ DoAs/DonAts
- 

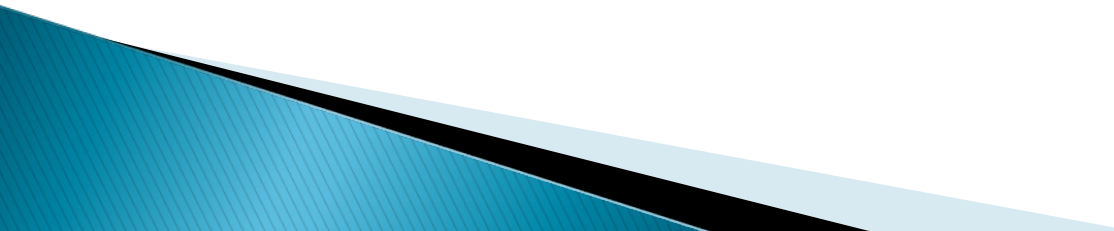
What is an Interview

- ▶ Professional business meeting, the goal of which is to determine the fit of candidate's skills and experience to the needs of the organization
 - ▶ Opportunity to demonstrate your value to the employer
 - ▶ Not an interrogation
- 

There are NO Tricks

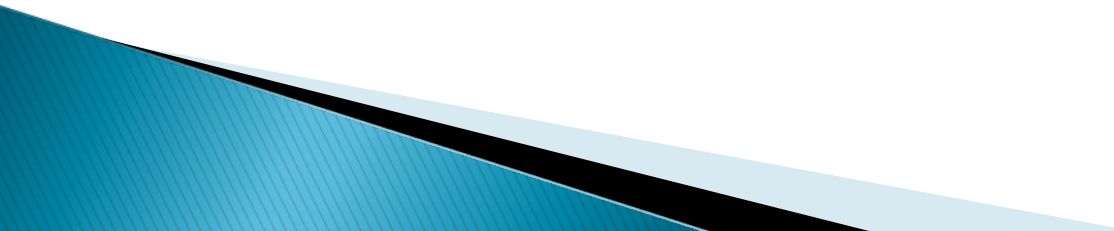
- ▶ Organizations have a great deal riding on the people they hire
 - ▶ 70% of a manager's time will be coaching poor performers
 - ▶ Recruiting is an investment in people just as companies invest in technology or equipment
- 

Who Succeeds?

- ▶ People who find out enough about the job for which they are interviewing and how their skills relate to the employer needs
 - ▶ People who prove their skills through demonstrated experience
 - ▶ Convey enthusiasm and interest
 - ▶ Have assessed their career path
- 

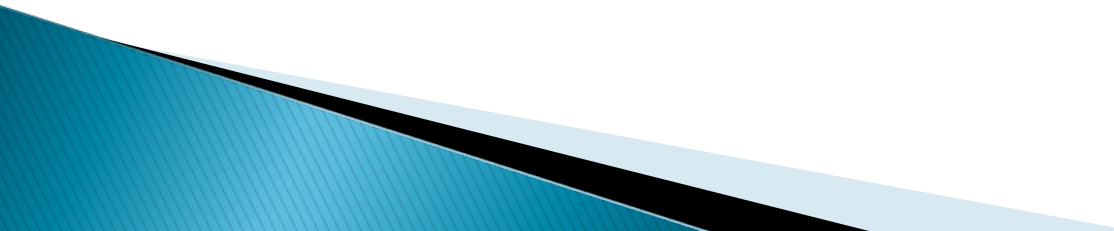
Before the Interview

Prepare, Prepare, Prepare!!

- ▶ Review the job posting
 - ▶ Review your resume and cover letter
 - ▶ Anticipate what questions might be asked
 - ▶ Be prepared with examples of how you have demonstrated your skills
 - ▶ Understand the position you are applying to
- 

At the Interview

Create a good first impression!

- ▶ Dress appropriately
 - ▶ Arrive on time
 - ▶ Maintain eye contact; be confident; firm handshake
 - ▶ Writing material
 - ▶ Samples/Portfolio
- 

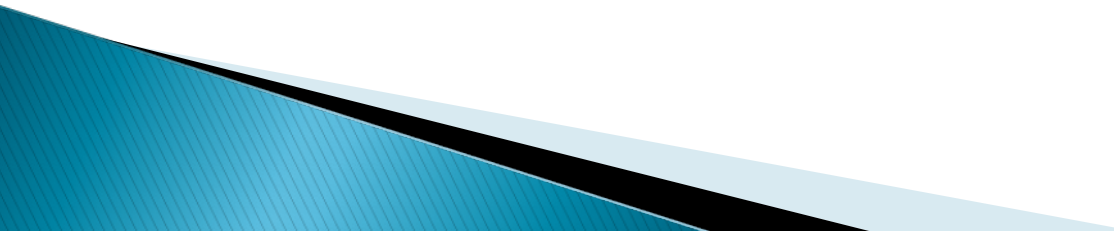
At the Interview

- ▶ Structured interview format:
 - Questions based on job analysis
 - Same questions asked of each candidate
 - Notes
- ▶ Warm Up
 - Outline of interview format
 - Usually starts with exploring your resume or asking why you've applied

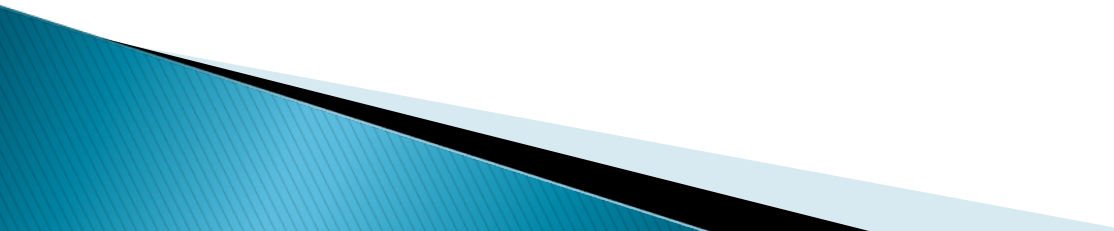
Types of Questions

- ▶ Hypothetical or Situational
 - given a scenario, describe what you would do
 - assesses how you might perform in a situation
- ▶ Behavioural Based
 - give an example of an incident in your past where you demonstrated key skills or qualities

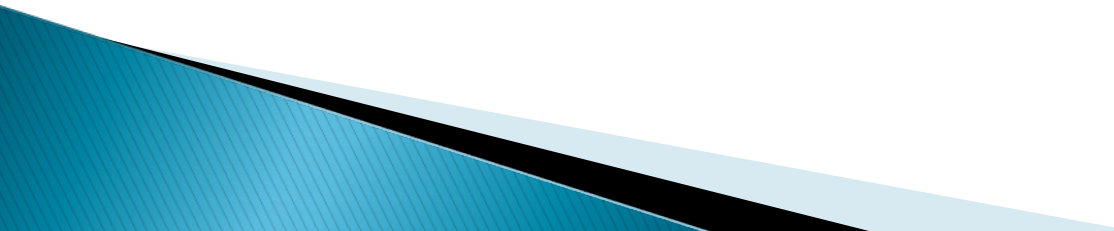
Heart of the Interview

- ▶ 60% of the interview will be comprised of you responding to questions prepared by the recruiter
 - ▶ Think about the question being asked before responding ã listen carefully to the question
 - ▶ STAR - Situation, Task, Action and Result or STORY method
- 

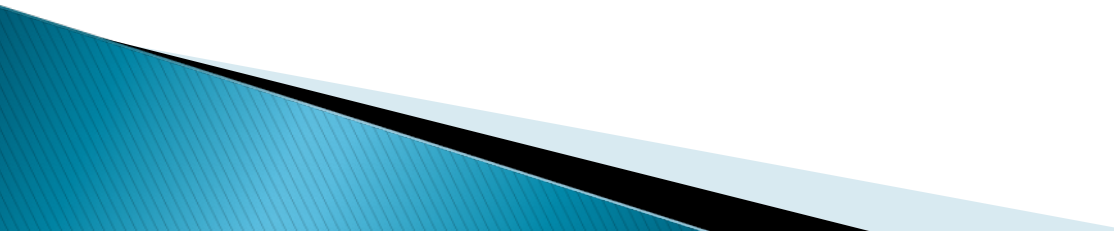
STAR

- ▶ Situation : Set the stage for your story.
Who, what, where, why, when.
 - ▶ Task : What were you trying to achieve?
 - ▶ Action : What did you specifically do to demonstrate your skills?
 - ▶ Result : What ultimately happened?
- 

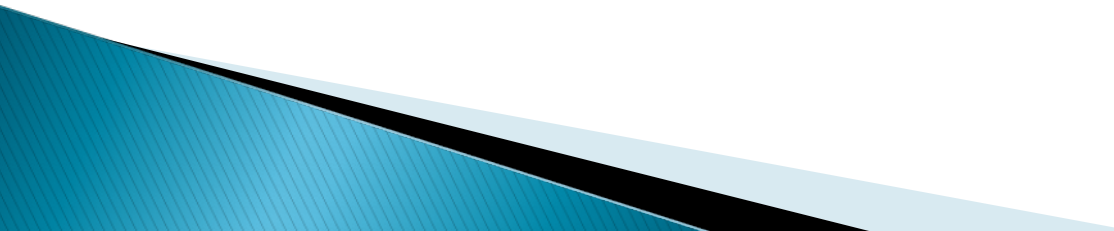
Tips to a successful interview

- ▶ Let them know what you have to offer
 - ▶ Be confident
 - ▶ Listen and ask for clarification, if needed
 - ▶ Think before you speak
 - ▶ Let your personality shine
 - ▶ Be professional
- 

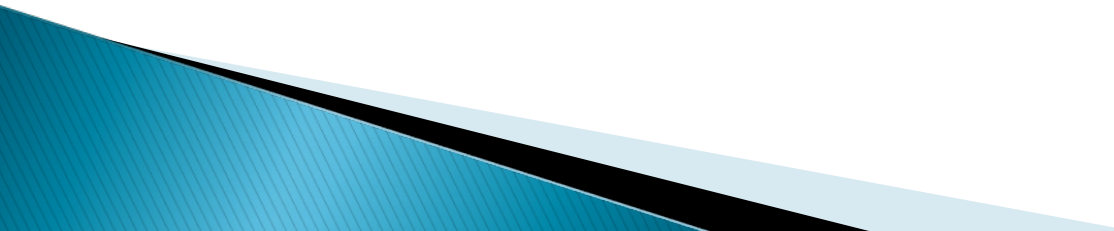
After the Interview

- ▶ Be prepared with questions for the panel
 - ▶ Prepare a closing statement of interest
 - ▶ Brief note of thanks
 - ▶ Use this experience to improve on your interviewing skills
 - ▶ Request feedback
- 

Interview NO NOs

- ▶ Little to no research / not prepared
 - ▶ Talking too much
 - ▶ Not talking enough (not providing enough detail)
 - ▶ Limp handshake
 - ▶ Aggressive manner
 - ▶ Arrogance ã over confident
- 

NO NO's

- ▶ Criticism of past employers
 - ▶ Inability to articulate your strengths as they relate to the job
 - ▶ Expecting the interviewer to carry you through the interview
 - ▶ Passivity
 - ▶ Extreme nervousness
- 

Nervousness

- ▶ Be prepared, review qualifications/story
- ▶ Practice!
- ▶ Trust in yourself ã be yourself
- ▶ Take a deep breath
- ▶ You are better prepared at this point than most people!

Questions?

