

INTERVIEW PREPARATION

- ✓ **Before you start**, review the job advertisement and other materials about the company you will be interviewing with e.g., social media pages, websites, news articles.
- ✓ **Practice** in a mock interview (in-person or through video conferencing).

BEHAVIOURAL QUESTIONS are asked by interviewers to understand how you have performed in the past.

- ✓ Give me an example of a time you saw a problem before anyone else did. What did you do about it?
- ✓ Tell me about a time your work day became very hectic. How did you prioritize your workload?

Use the PAR Method to tell your story in a structured way:

P = Explain the problem/situation/issue

A = Action (What did YOU do about it?)

R = Result (What happened because of your role/actions?)

SITUATIONAL QUESTIONS are used to get a better understanding of how you might respond to common scenarios in the workplace. Fully explain how you would handle the situation.

- ✓ How would you respond if a co-worker asked you to do something that you felt was not a good idea?
- ✓ You are working alone at the front desk when a customer comes in and starts to explain why they are frustrated with service received. How would you handle this?

GENERAL QUESTIONS to expect:

- ✓ Tell me about your education and experience as it relates to this position.
- ✓ What do you consider to be a strength? Why?
- ✓ We all have areas for growth. Please identify something you hope to improve on.
- ✓ Why did you leave your last job?
- ✓ Do you work well as a member of a team? Please give examples.
- ✓ Why should we hire you?
- ✓ Do you have any questions for us?