



SECO

**CAREERTALKS:
INTERVIEWING**

THE INTERVIEW AND ITS PURPOSE



The interview gives the employer a chance to learn a bit more about your skills, knowledge, experience and other qualities

It also gives you the opportunity to further sell your experiences and ask questions

Think of the interview as a conversation between you and the employer where each party is trying to learn about the other to see if there is a good fit between the two

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**Most Common
Interview
Formats**

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**One-on-One
Panel
Phone
Virtual**

Interview Formats

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One-on-One

Traditional in style - usually asking open-ended or behavioural based questions.



Panel

Traditional in style but instead of one interviewer there are multiple - usually asking open-ended or behavioural based questions.

Remember to: introduce yourself to everyone on the panel
Maintain eye contact with all panelists

Interview Formats

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Phone

Tips: Notes can be used but be careful of the sounds of the paper. When there is silence do not try to fill it.

Make sure to introduce yourself and be aware if there is more than one interviewer

Make sure you have the time zone figured out prior to the interview



Virtual

Tips: Take some time prior to the interview to take pictures of yourself from your web cam - see which eye position looks the most natural - sometimes there can be a glare in your eye.

Again, figuring out timezones is important here.

Making sure you're in a good environment - quiet, not distracting.

Make sure you're professionally dressed all the way to your feet.

Be Prepared to **MARKET**
YOURSELF



Take inventory of your abilities, skills, interests, goals, achievements and experiences

Have examples (from school, work, volunteering)

Be confident to discuss decisions you have made and the thought process involved

Identify accomplishments you are proud of and the things you might have done differently

Translate personal strengths/skills into the skills relevant to the organization/position

THE 4 R'S OF PREPARATION!



Research the position and the company - look at their current news and social media



Reflect and take inventory of your skills and abilities - use a t-chart to compare your skills and experience to the requirements of the position



Read and re-read your resume/cover letter and be prepared to use a variety of examples that connect your qualifications to the job.



Review common interview questions

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LOOK THE PART

Dress appropriately, in business casual or semi-formal attire; be aware of wearing scented products; don't chew gum (have a mint!)

Dress a step up - it's better to overdress than underdress

Smile and make eye contact when greeting all employees



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HOW TO ANSWER:

BEHAVIOURAL BASED
QUESTIONS

S

SITUATION

O

OBSTACLE

A

ACTION

R

RESULTS

KEY QUESTIONS

Tell me about yourself.

Why did you choose to study (your program)?

What do you know about our organization?

What are your long-term career goals?

How are you a good fit for this organization? (Why should we hire you?)

Why are you interested in this position?

What are your strengths and weaknesses?



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HOW TO ANSWER:

TELL ME ABOUT
YOURSELF

P
PERSONAL

A
ACADEMIC

W
WORK

S
SKILLS

NO MATTER WHAT KEEP IT
SECC PROFESSIONAL!

HOW TO ANSWER:

WHAT IS YOUR BIGGEST WEAKNESS?

1

HARD SKILLS



You can give them a hard skills - something they are looking for that you do not have but can teach you. i.e. if they're looking for experience with AutoCAD and you don't have it - say that. It is a skill they can teach you and they have seen that you don't have it but called you in for an interview anyways.

2

SOMETHING
YOU'RE
WORKING
ON



You can also use a soft skill but have ways to show you are working on improving it. i.e. public speaking - you've joined toast masters and have started taking a leadership role with class presentations.

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TRICKY QUESTIONS

Interviewers may ask tough or silly questions to see how you will react. These types of questions can provide insight into how you would handle unexpected situations in the workplace. The key is to prepare for an interview ahead of time and go in feeling confident and ready to draw upon a wide range of examples and experiences.

Examples:

Which part of the job sounds most challenging to you and why?

What salary are you expecting?

What do you think your references will say about you?

What is your dream job?

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YOUR TURN: ASKING QUESTIONS AT AN INTERVIEW

It is essential to have thoughtful questions prepared for your interviewers

Ideally your questions should demonstrate research into the organization and/or position; they should not be questions that could have been answered by simply reading the job posting

Questions related to salary, benefits and job security should be avoided and saved for the negotiation phase following a formal job offer



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OTHER TIPS:

Send a follow up email within 48 hours of the interview. The hiring committee will be reviewing applicants and this will refresh their memories.

Be prepared to be 10- 15 minutes early

Practice answering common questions in the mirror to catch any distracting mannerisms you may have.

Make sure you speak and warm up your vocal cords before any interview - especially phone.

A lot of industry is moving towards recorded interviews. Practice and research is essential for this type.

Always bring multiple copies of your resume for the interviewers.

Always notify your references that you have been in for the interview that they should expect a call.

Record a professional voicemail. This is useful as unless you are prepared you shouldn't answer a call from a business you applied for - let it go to voicemail so you can prepare yourself and get to a quiet environment to call back.

Book a mock interview with SECC.



**THANK YOU FOR
LISTENING!**



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CareerMeetUps

Multi-Government Summit

Date: March 18th, 2021

Time: 1:30pm-6:00pm

Location: Veertly Online Platform

This summit is designed to support undergraduate and graduate students in your career development by connecting you with representatives from federal, provincial, municipal, and Indigenous governments, and with the non-profit sector.

Whether you are looking for current employment opportunities or are interested in learning about graduate programming and the types of careers available in the public and non-profit sectors, we encourage you to [register online!](#)

Event Schedule:

- 1:30pm → Platform opens. Opportunity for networking at individual booths.
- 2:15pm → Introductions and opening remarks
- 2:30pm → Government Employer Panel
- 3:30pm → Networking/Booth tradeshow
- 3:45pm → JSGS Alumni Panel
- 4:45pm → JSGS Program Admissions Session
- 5:15pm → Networking/Booth tradeshow

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