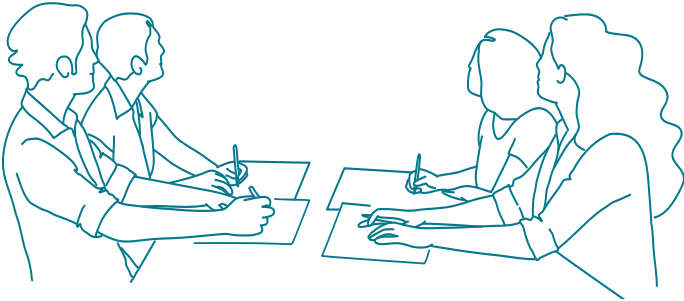


Interview Tips



Prepare, anticipate, and set yourself up for success.

TIP #1 – Preparation is key

Familiarize yourself with the job description and competencies for the opportunity you applied for. Review our [website](#), and our [Instagram](#) and [LinkedIn](#) channels, to learn about our services, our strategic plan, and our values.

The panel can only assess the information that you provide during your interview to ensure objectivity. Even if the panel knows you and the work you do, you need to be as detailed as possible when answering the questions.

You may bring notes to your interview to support you, but don't read from them. Use them to remind yourself of accomplishments and situations you want to mention.

TIP #2 – Anticipate a variety of questions

Anticipate the questions that may be asked and practice your answers so that you can provide fulsome responses. Interview questions typically fall into three categories:

1. **Behavioural** – used to evaluate a candidate's past behavior in order to predict their future behavior in a particular situation ("Tell us about a time when...").
2. **Situational** – used to evaluate how a candidate would handle the challenges associated with the role ("Tell us how you would...").
3. **Skill-based/technical** – these questions are used to assess a candidate's technical ability related to the knowledge required for the role and/or organization (What do you know about...").

TIP #3 – Prepare your answers

Ensure your answers focus on your experience and the contributions you have made by using "I" statements (e.g. "I create monthly summary reports" instead of "we create monthly summary reports").

The STAR framework can help you prepare clear and concise responses using real-life examples, but be sure to answer each part of the interview question as it's presented.

- **Situation** – Provide context. What was the issue? Who was involved? Where? Keep it concise.
- **Task** – What was the task or objective you needed to accomplish?
- **Action** – What action did you take? What steps were involved?
- **Result** – What was the result/outcome of your actions? Would you do anything differently?

TIP #4 – Get set up

If you're meeting virtually, log into your scheduled virtual interview a few minutes early to ensure you don't have any technical issues. Set up your camera in a brightly lit room and consider using headphones with a built-in speaker to minimize background noise. If you're meeting the hiring panel in-person, give yourself extra time to find parking and get to the meeting place.