

INTERVIEWS

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Behavioural Interviews

Behavioural interviews are a common type of interview used by many organizations. A behavioral interview is where you are asked to describe past behavior in order for an interviewer to know what you actually did or how you acted in a certain situation. Employers are looking for certain skills when they are interviewing. Behavioural interview questions can help employers determine whether a candidate has the skills needed to be successful in the job. (example behavioural interview question: "Tell me a time you took initiative at work")

Internet Resources

<http://alis.alberta.ca/ep/eps/tips/tips.html?ek=161>

<http://career-advice.monster.ca/job-interview/following-up/the-post-interview-thank-you-note/article.aspx>

<http://www.job-interview-wisdom.com/interview-thank-you-notes.html>

<http://www.forbes.com/sites/jacquelynsmith/2013/01/11/how-to-ace-the-50-most-common-interview-questions/>

<http://www.canadiancareers.com/infointerview.html>

*"One important key to success is self-confidence. An important key to self-confidence is preparation."
-Arthur Ashe-*

TOP 10 TIPS ON INTERVIEWING

1. Research the Company

Many employers say that most candidates do not do enough research prior to an interview. It's important to know the values of the company and what it stands for. What projects does the company have planned for the future? Are there any key facts about the company? You can find out information by researching the company's website, or speaking to someone who works at the company or knows about the company.

2. Think About Possible Questions you Might be Asked

Review the job description and think about what types of questions you might be asked based on the job description.

3. Use the STAR Approach to Answer Behavioural Questions

S - Describe the situation that you were in or the task that you needed to accomplish. You must describe a specific event or situation, not a general description of what you have done in the past.

T - What goal were you working toward? Explain what you needed to do and why you needed to do it and any challenges.

A - Describe the actions you took to address the situation. What specific steps did you take and what was your particular contribution

R - Describe the outcome of your actions. What happened? How did the situation end? What did you accomplish?

4. Think About Examples from Your Past Work or Volunteer Experience

After you have thought about what types of questions might be asked, think about examples you could use from past work or volunteer experiences. When you have thought about these examples, go through each example using the STAR approach. If you don't have examples from work or volunteer, you can use school and personal experiences.

5. Be Aware of Your Body Language

At a job interview, body language is as important as the answers you are giving to the interview questions. It is said that communication is 7% verbal and 93% non-verbal. If you're not showing



confidence and competence through your body language, the interviewer may not feel that you're the right fit for the position.

6. Dress for Success

Appropriate dress for an interview shows the employer you are taking the interview seriously. The interview is a formal occasion. Consider the position you are interviewing for when deciding what to wear. If you're not sure about how to dress for an interview, it is best to take the side of conservatism. It is much better to be overdressed than underdressed.

7. Arrive on Time

Know the location of your interview, how you will get there, and how long it will take. Plan to be there ten to fifteen minutes early taking traffic and parking into consideration. You do not want to be rushed, so that you can enter the interview calm and relaxed. First impressions are important!

8. Stay Calm

During the interview try to remain as calm as possible. Ask for clarification if you're not sure what's been asked and remember that it is okay to take a moment to think about your response before giving your answer.

9. Ask Questions

Remember, the interview is a two way process. Ask questions about the role and the company that have not been discussed during the interview.

10. Write a "Thank You Note" after

Writing a "Thank You Note", after an employment interview is a must. Some employers think less of those interviewees who fail to follow-up promptly. Plan to send out your thank you note within twenty-four hours after your interview.