Preparing For The Interview
Target Exercise
Session Outline

PSC Staffing Process

The Interview

- Purpose
- What to Expect
- How to Prepare
- Types of Questions
- Resume 101
PSC Staffing Process
Internal & External

- Job Vacancy
- Advertisement
- Application
- Screening
- Interviews
- References
- Verbal Job Offer
- Notice to Unsuccessful Applicants
- Post Board
Advertisement

- Posted for 7 days – Note the closing date
- Identifies who is eligible to apply
- Posted on job boards and on-line at gov.pe.ca/jobs
Application Form

- Apply on-line at gov.pe.ca/jobs
- Add all pertinent information such as employee number, competition number, etc.
- Indicate work experience and job duties as related to the posting
- It is your responsibility to ensure that your application is received on time
Screening

- Selection board will determine who receives an interview based on the following:
  - Eligibility
  - Legislation
  - Collective Agreements
  - Awards
Qualifications

- Education
- Experience

Clearly indicate how your experience is related to the posting
References

- References are part of the selection process
- Contact your references to ensure they are prepared to be a reference
- Be prepared to provide names and contact information of immediate supervisors
Post Board

- An opportunity for the candidate to meet with the Staffing Consultant to review strengths and possible areas of improvement for future interviews
- Contact the Staffing Consultant as close as possible to the interview to schedule an appointment
The Interview-Do Interviews Make You Nervous?

• Nervousness occurs when we are under stress - it is a natural, physiological response.

• Try to be relaxed - but don’t lose all your tension. Make the “jitters” work for you!
The Purpose of the Interview

- An opportunity for the board members to get to know you and what you have to offer the position.

- Ensures fairness and consistency in the hiring process.
What to Expect During the Interview

- Usually 3 people on the interview board.

- The board will be writing your answers to ensure they are accurately recorded.
How to Prepare for the Interview

- Know the details of the interview (time, location, board members, etc).

- Know your strengths and what you have to offer the position.
How to Prepare for the Interview

- Know the position and the general expectations of the employer.

- Research the facility, department and position to become familiar with the employer.
Think about responses to some potential questions and review those responses.

Reinforce positive thoughts about your interview.
Sorry I missed that easy fly ball, Manager.

I thought I had it, but suddenly I remembered all the others I’ve missed...

The past got in my eyes!
Types of Interview Questions

- Questions in these areas will always be asked no matter what the position is that you are being interviewed for:
  - Education
  - Experience
  - Knowledge
Education

- You will be asked to review your education as it relates to working in this position.
- Include any other formal education you may have that is related to the position as well as workshops, seminars which are not part of your formal education.
Experience

- You will be asked to review your work experience as it relates to the position for which you applied.
- Please include any employment that you feel is relevant even though it may not be in this line of work.
Knowledge

- You will be asked questions which will allow you to demonstrate your knowledge as it relates to the position.
Types of Interview Questions

- Questions in these areas may be asked depending on the position:
  - Decision Making
  - Organizational
  - Interpersonal
  - Communication
  - Supervisory
  - Leadership
Decision Making

- You may be asked scenario-based questions.

- This is your chance to demonstrate how you assess a situation, use your judgement and how you arrive at a decision.
Decision Making Sample

Question

- Tell us about a difficult work situation you dealt with.

**Good**

Able to demonstrate a problem you dealt with

**Better**

Able to demonstrate critical thinking skills

Successful outcome that you deal with
Organizational

- You should be prepared to explain how you organize yourself at work.

- You may also be given situational questions that are designed to allow you to demonstrate this skill.
You come to work with multiple demands. X, Y, and Z priorities, how do you organize your day?

**Good**
Demonstrate understanding of priorities and how to order each issue

**Better**
Demonstrate priorities but also methods of how to deal with each of the issues.
Demonstrate understanding of when delegation is appropriate
Interpersonal/Communication

- You may be asked questions that allow you to demonstrate how you work and communicate with others.
Interpersonal/Communication
Sample Question

- How do you build and maintain positive morale with your co-workers on a daily basis?

**Good**
I do my job, we have fun. I help out when I can.

**Better**
I take opportunities to help other staff when I see they need it. And vice versa. We plan social activities outside of work together. I maintain a positive attitude and professional demeanor.
Supervisory/Leadership

- You may be asked situational or behavioural based questions that ask you to demonstrate your leadership abilities or your supervisory skills.
Supervisory/Leadership Sample Question

- **This position is responsible for staff, can you tell us your experience with performance reviews?**

  **Good**
  I do them when I can. Usually they are informal.

  **Better**
  I schedule these regularly. I make the time to document them as they are an important part of my role. It's key to know my staff's goals and for them to know their performance.
Wrap Up

- You may be asked things like why you applied for this position
- You will be asked if you have any questions or things to add
Resume 101

- An updated resume and current references are recommended for the interview.
- Make sure you address all the requirements in the ad
- Be clear and concise
Questions?
www.gov.pe.ca/jobs