

# Welcome to Preparing for Interviews

We will start in a couple minutes. While you wait:



Please mute (for now)



✓ Display your name

- Hover your cursor over the window with your face
- Click on the three dots in the top right corner
- Use the “Rename” function to display your preferred name



✓ Opening Poll

- What is your level of experience and comfort with interviews?



✓ In the chat (center, bottom of screen):

- Name, area of study and what brought you to this workshop

# Interview Preparation

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[CLNx.utoronto.ca](https://clnx.utoronto.ca)

STUDENT  
**LIFE**

Career Exploration  
& Education



# Agenda

- **Interview Basics**
  - Preparation, Question Types, and STAR method
- **Remote Interviews**
  - Set Up, Tips & Techniques
- Strategies to address **interview anxiety**
- Next Steps and Resources

An interview is .....

**WHAT DO YOU  
THINK?**

# What is a job interview?

- An Opportunity for the employers to find out if you are the right candidate for the job
- An opportunity for you to learn about the job, helping you can make an informed decision

A conversation with a purpose

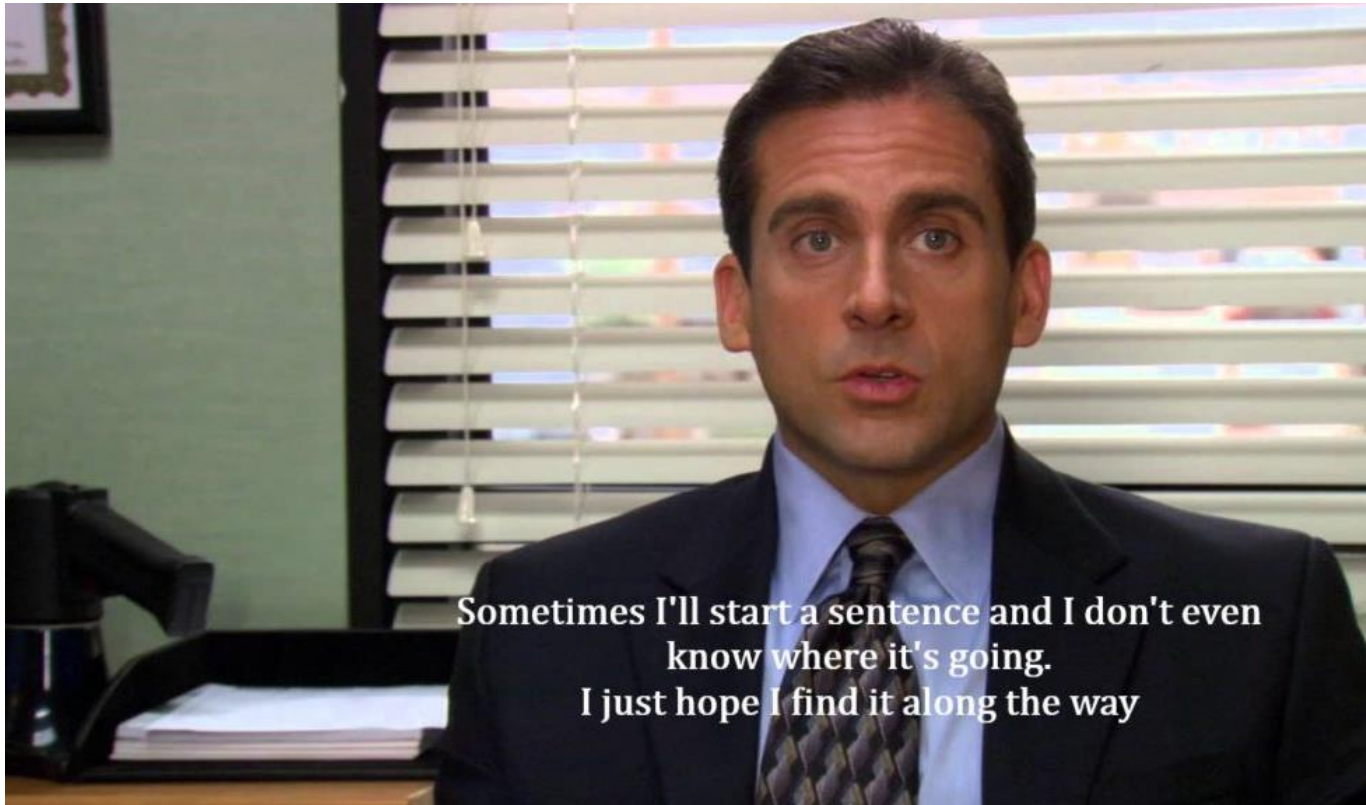
**Interviews are about storytelling.** Interviews involve telling successful 1-2 minute career related stories that demonstrate that you have the skills, experiences and motivation to succeed in the job.



<https://www.linkedin.com/learning/delivering-an-authentic-elevator-pitch/an-example-of-a-good-and-better-personal-pitch?u=76812730>



# A good interview story



- **Structure** – beginning, middle and end
- **Actions** – describing what you did
- **Meaning** – going beyond the “what” to the “so what?”

# Interview Preparation

## 1. Research

- Organization - Website, Social Media, News
- Industry
- Interviewers and format
- Network with past or present employees (do alumni work there?)

## 2. Question Preparation

- CxED Resource: [studentlife.utoronto.ca/task/get-help-with-interviewing/](http://studentlife.utoronto.ca/task/get-help-with-interviewing/)
- Look at the job description and your research to anticipate questions
- Create responses in response to anticipated questions
- Prepare questions to ask them

## 3. Practice

- On-Line Resource: Big Interview – CLNx > Resources. LinkedIn preparation tool.
- Practice with a friend, family member, record yourself



# Interview Questions!



Please respond in the chat:

- **What is one question you've had success answering in the past?**
- **What is one question that you have struggled with answering in the past?**

# Types of Interview Questions

## 1. **Open ended questions**

Cannot be answered yes or no

- “Tell me about yourself.”

## 2. **Behavioural questions**

Focus on specific examples of how you’ve applied specific skill and handled specific situations

- “Tell me about a time when...”

## 3. **Situational questions**

Hypothetical scenarios that require solutions

- “What would you do if...”

## 4. **Technical**

Field specific

- “What do you know about infection control?”

# Anticipate the questions: T-Chart



## Top Required Skills

## Interview Questions

Coordinates the execution of projects, assuring they are done in an efficient manner, that they adhere to project protocols, that they conform to applicable institutional and ethical policies and procedures and privacy legislation, and that they are completed within the required timelines. Supervises staff or students assisting in large or complex projects.

Identifies, collects, and analyzes relevant information relating to current projects, and provides input and recommendations to project/program team for development, implementation, analysis, dissemination of findings, and policy/practice implications.

Presents project updates to internal stakeholder groups, external agencies, organizations, and other stakeholders. Assists with the dissemination of information and knowledge related to projects and key programs and initiatives under the identified mandate areas through a variety of vehicles.

# Answering Behavioural Questions

Be specific and relevant, illustrating how YOUR experience is right for the job. The **STAR** method can be a helpful way to structure your response.

- **Situation** – When and where did you demonstrate the skill/qualification?
- **Task** – What was your task/ challenge? What were you required to do?
- **Actions** – What did you do? What steps did you take?
- **Result** – What came out of the experience? What did you learn?

You can also **STARR**, through demonstrating the **R**elevance of your response by linking it to the position.



# At the end of an interview

Do you have any questions for us? Do you have anything else to add?

- Good questions allow you to learn things that will help you determine if the organization / position is the right fit for you.
- Opportunity to add / clarify an earlier response
- Your final 30 second pitch for why they should hire you

# Interview Follow-up

- Send a thank you email within 24 hours

- 86% of employers view candidates who do not send thank you notes as clearly not good at "follow through"
- 22% of employers are less likely to hire a candidate who does not send a thank you. ([CareerBuilder survey](#))

- Check-in but be patient as you wait for next steps
- Be ready with references

# Types of Remote Interviews

- Phone Interview
- Live Video Interview (Skype, Zoom, MS Teams, Google Hangout, etc.)
- Pre-Recorded Video

Additionally:

Soft skills / personality / work styles assessments

Take-home assignment / case review



**What are some pros/cons of a remote interview?  
Please share in the chat.**

# Tips for Remote Interviews

## Equipment

- Software (Skype, Zoom, MS Teams, Conference line)
  - Try testing out the software in advance if possible, to familiarize yourself
- Internet connection
- Headset
- (Pen & Paper & your resume)

**Location** – quiet, clean background (use a sign on your door if necessary)

- Lighting
- Avoid/reduce distractions and interruptions

Have a **back-up plan** (e.g. phone if audio is choppy)

**Check with the interviewers that they can hear and see you!**



Video: <https://youtu.be/rQwanxQmFnc>



# Common Mistakes Made during video interviews

- Being over-prepared / over-coached
- Trying to say it all
- Not answering the question
- Being too confident
- Looking at the person on the screen
- Not being specific enough
- Reading off your screen or notebook
- Sitting in the dark
- Not planning ahead for distractions
- Hearing background noise on the video



# Tips and Techniques

- Be as natural as possible
- Be punctual – right on time
- Dress professionally
- Be mindful of body language
- Ensure eye contact
- Tone of voice – be genuine and enthusiastic
- Be concise and pause

# Transforming Interview Anxiety



- Visualization
- Breathing
- Exercise/movement
- Listen to your favourite music
- Affirmations
- Plan enjoyable activity post-interview
- Power stance (Amy Cuddy)

**What's one practice that's helped you manage your interview nerves? [Share in the chat.]**



# Discrimination in Job Interviews

- Understand Your Rights:
  - Canadian Human Rights Act: <https://laws-lois.justice.gc.ca/eng/acts/h-6/>  
<https://studentlife.utoronto.ca/task/know-your-rights/>
- <https://biginterview.com/blog/2012/11/illegal-interview-questions.html>
- Research company culture and look for companies with equal opportunity statements
- Prepare [how you want to respond](#) to any discriminatory question on the spot

# Deciding If and When to Disclose

Understand your rights and responsibilities around disclosing

- It is your personal choice
- Legally an employer cannot ask a question about the disability
- If your disability will not affect your ability to do the job, you are not required to disclose
- Ask for accommodation needs for your interview, if required
- Be honest with employer when you require accommodation

<http://www.studentlife.utoronto.ca/cc/rights>

# Research: Your Rights

- **The Canadian Human Rights Act:**
  - Prohibits discrimination in employment based on a disability, including mental illness and drug/alcohol dependence
  - Requires that employers do everything they can to accommodate
- **Ontario Human Rights Code: Duty to Accommodate**
  - The *Code* provides for equal rights and opportunities, and freedom from discrimination.
- **Employment Equity Act:**
  - Eliminate barriers to employment for people with disabilities
- **Accessibility for Ontarians with Disabilities Act(AODA):**
  - The purpose of the AODA is to develop, implement and enforce standards for accessibility related to goods, services, facilities, employment, accommodation and buildings.

# Next Steps

## Practice, Practice & then Practice some more

- Big Interview ([CLNx](#))
- Practice Interview with a peer, friend, or yourself
- Mock Interview Appointment (book 1:1 appointment on [CLNx](#))

## Additional Interview Resources

- Career Exploration & Education - [studentlife.utoronto.ca/task/get-help-with-interviewing/](https://studentlife.utoronto.ca/task/get-help-with-interviewing/)
- Sample Questions: <https://studentlife.utoronto.ca/wp-content/uploads/Interview-Techniques-Guide-1.pdf>

## Other Resources

- Knowing Your Rights: [studentlife.utoronto.ca/task/know-your-rights/](https://studentlife.utoronto.ca/task/know-your-rights/)

**Questions  
&  
Thank You**





# Career Exploration & Education Online

Check out [clnx.utoronto.ca](https://clnx.utoronto.ca) for the following:

- Online advising appointments
- Online workshops
- Online Career & Alumni Chats
- Job Board
- Job Shadowing Program
- Work Study Program
- CLNx Resources
- [Online Chat Tool](#)

Questions or concerns, please email [careercentre@mail.careers.utoronto.ca](mailto:careercentre@mail.careers.utoronto.ca)