Welcome to Interview Preparation

We will start shortly. While you wait:

✓Please mute

✓Update your display name:
- Hover your cursor over the window with your video
- Click on the three dots in the top right corner
- Use the "Rename" function to display your name as it appear on CLNx (This is for registration purposes).

✓In the chat, share:
- What is one question you would like to have answered about interview preparation?

Interview Preparation

Monday November 15 I 5:15 – 6:30PM
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STUDENT LIFE | Career Exploration & Education

A Plan for Our Time Together

- **Interview Basics**
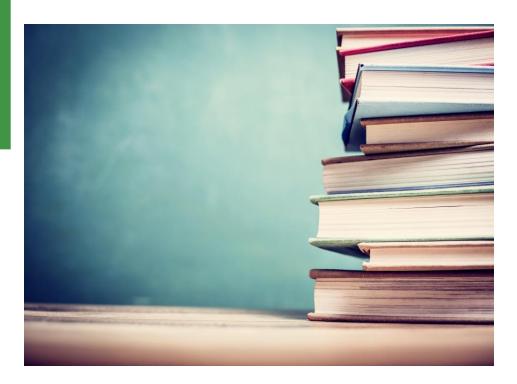 - Preparation, Question Types, and STAR method

- **Remote Interviews**
  - Set Up, Tips & Techniques

- Strategies for fostering **interview readiness**

- Understand your **rights & navigating disclosure**

- Next Steps and Resources

What is a Job Interview?

- **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.

- Interviews are two-way, you are assessing if this is the right role for you.
  - How well does the job match your skills and interests?
  - Will it challenge you and for how long?
  - What is the working environment?

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

2. **Question Preparation**
   - Interview Strategies Guide
   - Look to job description and your research to anticipate questions
   - Create responses in response to anticipated questions
   - Prepare questions to ask them

3. **Practice**

Anticipate the Questions: T-Chart

Top Required Skills	Interview Questions
• Lead and support transformational special projects in support of our new Strategic Plan 2019-2024. • Support the OSM team, CEO, Senior Leadership Team members to provide analytics and project management support for specific projects.	
• Collect and analyze data from multiple sources to help prioritize improvement initiatives and monitor performance. • Conduct jurisdictional scans to identify leading practice examples • Develop options analysis and recommendations	
• Deliver project deliverables on time, within budget and within scope • Prepare presentations and reports as needed	

Taken from job posting: Office of Strategy Management – Consultant

Interview Questions!

Please share 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

- **Open ended questions**
  - Cannot be answered yes or no
  - "Tell me about yourself."

- **Behavioural questions**
  - Focus on specific examples of how you've applied specific skill and handled specific situations
  - "Tell me about a time when…"

- **Situational questions**
  - Hypothetical scenarios that require solutions
  - "What would you do if…"

- **Technical**
  - Field specific
  - "What do you know about using SPSS for large data sets?"

Types of Interview Questions

Type of Questions	Examples
Open-ended	• Tell me about yourself. • Tell me about what led you to apply to (insert role). • What inspired you to enter into the public health profession with a specific focus on (insert specialization)? • What is your opinion on how public-private sectors can collaborate in this (insert field)? • What are some of the emerging programs or initiatives that inspired you to apply to this role?
Behavioural	• Tell me about a time when you had to work with large amounts of data to disseminate to practitioner and scholars. What software did you use? What were some of the challenges you encountered? • Tell me about a time when you conducted program evaluation with a community organization. What was involved? How did you ensure that you were building relationships with the organization? • Tell me about a time when you coordinate a health promotion initiative/program from start to finish. What was the impact of the initiative/program?

Up Next: Answering Behavioural Questions

Types of Interview Questions

Type of Questions	Examples
Situational	• What would you do if you receive a dataset from a colleague that had a missing variable? • What would you do if you receive a dataset that had missing values in the variables? How would you approach recoding it using (insert software)? Who would you involve in the discussion? • What would you do if during a participant during a research study you were part of decided to withdraw? Prior to the interview? During the interview? After the interview? • What would you do if one of the keynote speakers for your event promotion was no longer able to attend? • What would you do if your colleagues had a disagreement on how to code the dataset? What would be your role?
Technical	• What technology do you prefer using when cleaning, analyzing and presenting large sets of quantitative/qualitative data? Why? • Given the different stages in research (e.g., formulating a research question, research problem, ethics, data collection, data analysis). Where do you think your biggest strengths/weaknesses are? • What theoretical framework guides your approach to (insert task)?

Up Next: Answering Behavioural Questions

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.

- **S**ituation – When and where did you demonstrate the skill/qualification?
- **T**ask – What was your task/ challenge? What were you required to do?
- **A**ctions – What did you do? What steps did you take?
- **R**esult – What came out of the experience? What did you learn?

You can also STAR**R**, 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

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
- Location – quiet, clean background
- Lighting
- Avoid/reduce distractions and interruptions
- Have a back-up plan (e.g. phone if audio is choppy)

How to Look Good in Skype Interviews - Tips & Training

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

Discrimination in Job Interviews

- <u>Understanding your Rights</u>

- Research company culture and look for companies with equal opportunity statements

- Prepare <u>how you want to respond</u> 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

Research Your Rights

- The Canadian Human Rights Act
  - Prohibits discrimination in employment based on a disability, include 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, service, facilities, employment, accommodation and buildings

Next Steps

Interview Practice

- Big Interview (CLNx)

- Practice Interview with a peer, friend, or yourself

- Mock Interview Practice Appointment (book 1:1 appointment on CLNx)

Additional Interview Resources

- Career Exploration & Education website

- Interview Techniques Guide

- Sample Questions

Other Resources

- Knowing Your Rights

Thank You - Q & A

To ask a question…

✓Unmute

✓Turn on your video if you like

✓Use the chat

Before you leave…

✓In the chat (centre, bottom of screen):
- What has been your key take away from today's session?

Career Exploration & Education Online

Check out **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

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