

INTERVIEW PREP WORKBOOK

Make a list of what the employer or organization wants in an ideal candidate, and identify your most relevant example to prove you have that skill.

What skills they want	What you have (skills, experience, knowledge). Use STAR stories.
Group facilitation skills	<ul style="list-style-type: none"> At "X" company, I initiated, created and facilitated 3 workshops for groups of 5–100 participants
Commitment to public health	<ul style="list-style-type: none"> Long-term volunteering for health causes in the Hamilton community Co-ordinated a fundraising effort resulting in raising \$200 for "X" organization

COMMONLY ASKED QUESTIONS AND TOPICS

"Tell me a bit about yourself."

- Briefly describe your experience, skills, accomplishments, goals and personal qualities. Tell a story to help the interviewer understand the context.
- Talk about your interest in the company and how you plan to make a positive contribution.
- Discuss your educational qualifications; elaborate on the classes you took that are relevant to the position.
- Relate specific experiences and how they have prepared you for this opportunity.



“What would your current manager say is your biggest area(s) to improve?” (This question is an alternative to asking about weaknesses, but it’s asking for the same information.)

- Be specific and honest.
- Avoid giving an area for improvement that is a primary function of the role.
- Avoid negative language (weakness vs. working to improve).

“What do you see yourself doing in five years?”

- Be able to articulate a vision for your future.
- Your answer may include a career/education path, the environment you anticipate being in, roles you would like and contributions you would like to make.
- It’s important to include how this opportunity/job fits with your plan.



BEHAVIOUR-BASED QUESTIONS

Use the **STAR** formula as a framework for your stories or examples:

Situation (outline the situation)

Task (briefly outline the problem/obstacle/task that you were faced with)

Action (describe the specific steps that you took to approach the situation)

Result (what was the outcome and what did you learn)

“Tell me about a time when you were put in a situation and had to get up to speed quickly.”

- Define the situation and illustrate any obstacles or challenges that you overcame.
- Demonstrate your perseverance and initiative and the measures you took to exceed expectations.

“Describe a time when a project you were working on did not go according to plan.”

- Focus on the process of how you handled the negative (or less than desirable) outcome — how you made the best of the circumstances or resolved the situation.
- Assume responsibility for the situation without making excuses or blaming others.
- Share the lessons you learned.



“Tell me about an experience where you excelled as an individual contributor.”

- Discuss the situation and define the scope of the task.
- Highlight the challenges you encountered and the results or impact your actions had.

“Give me an example of a successful project you were a part of.”

- Highlight the team’s objective and your individual role.
- Demonstrate your initiative; provide evidence of your contributions

“Tell me about your least favourite manager or professor.”

- Be cautious when answering this question; choose an example that is not too negative.
- Be brief in providing your answer and focus on what you learned.
- Use “I” statements rather than making it about the person; remain tactful and respectful.



QUESTIONS TO ASK YOUR INTERVIEWER

DO ASK:

Job/Organization/Industry-Related Questions:

- ✓ Are you clear on the responsibilities of the job? If not, ask for clarification.
- ✓ How will success in the role be measured?
- ✓ How has a current event/market conditions impacted the department/organization?
- ✓ What is the culture like in this company?
- ✓ What happens in a typical day of work?

Process-Related Questions:

- ✓ Be sure you know what's next in the process after the interview.
- ✓ Are they going to contact you? Would they prefer you to follow up with them?

DON'T ASK:

- ✗ About salary or benefits (vacation, holidays, sick days, etc.) in the first interview; wait until an offer is presented.
- ✗ About information you should already have obtained through your research into the job and the organization (e.g. the organization's mission, the basic tasks associated with the job).
- ✗ Personal questions about the interviewer (if you happened to find the interviewer's personal Facebook page, keep this to yourself).
- ✗ Condescending questions (questions that begin with "why" can be viewed as demanding).

The end of the interview is also a good time to emphasize how interested you are in progressing in the process and why you think you'd be the perfect candidate for the job. When you're leaving, make sure to thank the person again.

IDEAS OF WHAT YOU WOULD LIKE TO ASK YOUR INTERVIEWER:

