

Interview Workshop

— Worksheet

TARGET AUDIENCE

What work is this interview for?

KEY MESSAGE(S)

What messages do you want to get across in this interview?

TELL ME ABOUT YOURSELF

STRUCTURE	EXAMPLE	
Chronological story	Self-directed Able to do the work A fit with their approach	I chose History for my studies at university because I was really interested in what happens in times of crisis. That has been great because I have been able to concentrate on recent history and legislation. My summer experience at the House of Common has made me realize that I want to do more work in a legislature environment. From what I understand about this role, it is going to important to be able to know when to use initiative which is good because I can do that.
Personal Qualities	Integrity Focus Memorable	I didn't' always want to do _____ a chance meeting led me down this path_____. I discovered that something that is really important to me in my work is _____. The three things about myself that most connect me with this particular opportunity are

Your introduction

Structure	3 key points	
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ASKING QUESTIONS

- I am interested in hearing about a project that went well.
- If you could, what resource would you add to this department (human or technical)?
- What 3 things are critical to accomplish in the coming year?

Your questions

Notes:

RESPONDING TO BEHAVIOURAL QUESTIONS

Building Relationships

Tell us about a time when you built rapport quickly with someone under difficult conditions.

Communication

Tell us about an experience in which you had to speak up in order to be sure that other people knew what you thought or felt.

Decision-making

How have you gone about making important decisions?

Team Work

Tell us about the team experience that taught you the most.

Initiative

Give me examples of projects/tasks you started on your own.

Leadership

Give an example of your ability to build motivation in your co-workers, classmates, and even if on a volunteer committee.

Problem-Solving

Some problems require developing a unique approach. Tell about a time when you were able to develop a different problem-solving approach.

<p style="font-size: 48pt; text-align: center;">S</p> <p style="text-align: center;">Situation</p>	What was the situation?	
	When was this?	
	What role did you have? Formally ... By choice/preference...	
	What problems/challenges did you encounter? (as a team? personally?)	
<p style="font-size: 48pt; text-align: center;">T</p> <p style="text-align: center;">Task</p>	What did you need to do and what options did you have for dealing with the situation?	
<p style="font-size: 48pt; text-align: center;">A</p> <p style="text-align: center;">Action</p>	What did you actually end up doing?	
<p style="font-size: 48pt; text-align: center;">R</p> <p style="text-align: center;">Results</p>	What happened as a result? How did things work out in the end? What did you learn from this experience? How has this changed what you do now? How would you use this experience in the new role?	