

# Winning Interviews 1



## 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 legislative environment. From what I understand about this role, it is going to be important to be able to know when to use initiative. This is good because initiative is a strength of mine that I hope to talk about.
Personal Qualities	Self-aware Motivated and knowledgeable about the work Memorable	I became interested in supply chain logistics after a conversation with an alumni that helped me see a possible fit with my strengths. Over the years, I have discovered that something that is really important to me in my work is organizing to minimize surprises. Friends and family have commented that I don't just have a Plan A and Plan B; I also have Plan C, D and E. That seems like an advantage in this work. I am a people person, and a lot of my success in leading others has been a result of strategies I have developed for communicating within a team.
<i>Your introduction</i>		
Structure	3 key points	

## EXAMPLES OF BEHAVIOURAL QUESTIONS

<p><b>Collaboration</b>   Tell us about a time when you built rapport quickly with someone under difficult conditions.</p> <p><b>Communication</b>   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.</p> <p><b>Forms of Knowledge</b>   Tell us about how you source knowledge and seek out information to inform a project.</p> <p><b>Initiative</b>   Give me examples of projects/tasks you started on your own.</p>	<p><b>Leadership</b>   Give an example of your ability to build motivation in your co-workers, classmates, or on a team.</p> <p><b>Problem-Solving</b>   Tell me about a time when you solved a problem.</p> <p><b>Project Management</b>   Tell us about a project you managed from start to finish.</p> <p><b>Resilience</b>   Tell me about a time when you failed or made a mistake.</p>
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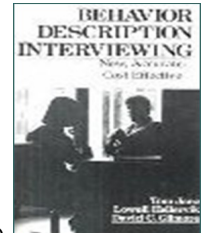
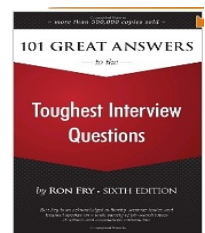
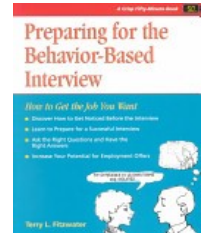
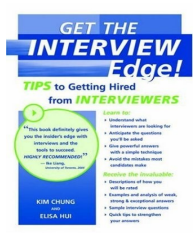
## CHALLENGING QUESTIONS

<p><b>S</b> <b>Situation</b></p>	<p>What was the situation? When was this?</p> <p>What role did you have? Formally ...by choice/preference...</p> <p>What problems/challenges did you encounter? (as a team? personally?)</p>	
<p><b>T</b> <b>Tactics</b></p>	<p>What did you need to do and what options did you have for dealing with the situation?</p>	
<p><b>A</b> <b>Action</b></p>	<p>What did you actually end up doing?</p>	
<p><b>R</b> <b>Results</b></p>	<p>What happened as a result? How did things work out in the end?</p> <p>What did you learn from this experience? How has this changed what you do now?</p> <p>How would you use this experience in the new role?</p>	

<p><b>TECHNICAL QUESTIONS</b></p>	
<p><b>“C.H.I.L.L.S.”</b></p> <ul style="list-style-type: none"> <li>•Clarify – restate the problem</li> <li>•Hone in – ask for info, state assumptions</li> <li>•Issues – ethical, technical, business</li> <li>•List options</li> <li>•Look at outcomes</li> <li>•Select a course of action</li> </ul>	<p>During the interview:</p> <ul style="list-style-type: none"> <li>• Ask questions to clarify</li> <li>• Talk through and explain the purpose of each step of your approach</li> <li>• When you are stuck: <ul style="list-style-type: none"> <li>⇒ Share what you know</li> <li>⇒ Explain why you don’t know</li> <li>⇒ Explain how you approach this situation when it arises</li> </ul> </li> </ul>

**YOUR QUESTIONS TO ASK**

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