



## INTERVIEW PROCESS AND PURPOSE

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### INTERVIEW PREPARATION RESOURCE

## WHAT IS AN INTERVIEW?

After reviewing job application documents, employers identify which candidates appear to be the most qualified for the role, and send them an interview invitation. The interview is an opportunity for employers to assess promising candidates, and for candidates to learn more about the role and the organization. Interviews typically involve answering a series of questions that allow candidates to showcase their skills and qualifications for a role.

There are different types of interview formats. To learn more about them, review the [Types of Interviews – Format and Location](#) resource.

## PREPARING FOR AN INTERVIEW

Once you receive and accept an invitation to interview, you should begin preparing.

**Revisit the job description.** Review the job posting details and start clustering related skills and requirements of the role. If you leveraged a T-chart when developing your resume, this can be helpful as you get started with interview preparation.

**Ideate potential interview questions.** Create possible questions related to the various qualifications of the role, and consider which experiences you can draw from to answer these questions. For example, if the job description mentions the ability to meet competing priorities and adapt to changing deadlines, a question they might ask could be: Tell us about a time you had to manage competing priorities and deadlines. How did you prioritize your responsibilities, and what was the outcome?

There are different types of interview questions – behavioural, situational, technical, and open-ended. To learn about the different types of interview questions and how to approach answering them, review the [Answering Interview Questions](#) resource.

Interviewers (regardless of industry) may also leverage the interview to better understand interpersonal skills. These questions help interviewers assess how you might respond to different situations, and your approach to work. For example, they might ask how you manage conflict with a client or colleague, what your leadership style is, or how you respond to criticism.

**Consider how you might answer.** Reflect on the various experiences you have had, and identify stories that you can share to highlight your skills and qualifications. The [Writing Effective Cover Letter Body Paragraphs](#) resource can support you in focusing on the key aspects to include in your response. By gathering 8 – 10 key skill stories, you will be better positioned to respond in an interview setting, as you will have a variety of relevant examples you can rely on to support your answers.

As part of this process, try to gather information about the organization in case it might be useful during the interview. What can you learn about the organization or department you're applying for? For example, you might make a list of the kinds of projects they work on, review their mission, vision, and values, or learn about the interviewer(s).

**Develop questions to ask the interviewer.** At the end of each interview, there is typically an opportunity to ask questions to the interviewer(s). These questions can help you learn more about the role, organization, or their expectations of a successful candidate, and can provide valuable insights into what your experience in the role might be like should you be successful. Consider preparing 2-3 questions, though there may only be time for one depending on the length of the interview.



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## INTERVIEW PROCESS



### Welcome

You and the interviewer(s) arrive at the interview location. Interviewer(s) will introduce themselves and welcome you to the interview.

1



### Overview of process

The structure and length of the interview, as well as any additional details, are shared. For example, if there are multiple interviewers, they may share that they will take turns asking questions.

2

### Interview questions & answers

This is the bulk of the interview. In general, spend 2-3 minutes on each answer (though of course, some questions will warrant a lengthier response). Focus on providing specific examples and articulating your answer in an organized manner as best as you can. It is common for some interviewers to take notes as you answer.

3



### Questions for the interviewers

There will be a short amount of time allocated for you to ask questions to the interviewers and learn more about the role.

4



### Wrap up

The interviewer(s) will thank you for attending, and typically share the next steps and timelines for the overall interview process.

5



### Tip

After the interview, it is considered best practice to send a brief note thanking the interviewer(s) for the opportunity. You can review [Writing a Thank You Letter](#).