

Prepare for your interview

In a successful interview, you should...

- arrive mentally prepared
- answer questions honestly, clearly and concisely
- dress appropriately and arrive early
- bring a list of references, if not included in your resume

1. Before your interview, ask for information on the position/organization and study it.

- Read the job description carefully. Make sure you have a solid understanding of the duties, responsibilities, knowledge and skills required.
- Explore the corporate website at www.gov.yk.ca/depts to find valuable information about the organizational structure of the Government of Yukon, as well as publications and services offered to the public.

2. Reflect on your previous experiences as they relate to this position.

- Review the skills, knowledge and experience that you have obtained in previous work-related or volunteer positions and try to frame them as they relate to qualifications described in the job description.

3. Anticipate and prepare for specific types of interview questions.

- Refer to the employment opportunity and try to anticipate questions you may be asked. Explain how your previous experiences match the qualities and qualifications required for the position.
- Areas that might be covered in the interview process are: teamwork skills; interpersonal relations, communication skills, cross-cultural awareness and workplace diversity, management style and skills, etc.



What to expect in your interview

Types of interview questions

Closed questions.....require a specific factual answer (used to assess knowledge factors).

Open-ended questions ...broader in scope and require you to work through the answer.

Situational questions.....describes a specific situation and asks how you would proceed, given the circumstances.

Behavioral questionsasks the candidate to describe a time when they dealt with a certain type of scenario.

Phases of the interview process

Introduction You will be greeted by a selection board of at least two people, including the supervisor of the position and a representative of Human Resources. The board chair will review the interview process.

Exploration and information collection Different types of questions will assess your knowledge, abilities and personal suitability. Board members will record your answers so they can make a complete assessment after the interview. Don't let this distract you; it is a normal part of the process. You may ask for a question to be repeated or rephrased without penalty.

Conclusion.....After the interview, you may ask any questions about the position, the selection process, etc. The selection board will then tell you what's next (e.g. reference checks and when you will receive the competition results).





Assessment process

Commonly used assessment tools

Depending on the type of position you are applying for, it is likely that your knowledge, abilities and personal suitability for the position will be assessed using tests or situational exercises.

1. Tests:

(used to assess a specific area of knowledge or skill required on the job)

- All candidates are given the same test.
- Tests may involve performance of a typical job task (e.g. keyboarding, knowledge of accounting principles and practices, etc.).
- Tests may be written exercises (e.g., if an essential qualification is the "ability to prepare correspondence," then candidates may be given a job-related situation and asked to write a letter or memorandum).

2. Situational Exercises:

(used to assess a number of skill or knowledge areas)

- These exercises include performance, problem solving, or decision making skills in situations similar to those expected on the job.

Post-interview

After the screening and selection process, all candidates are scored and ranked, and reference checks are conducted for the top-ranked candidate.

1. If you are selected for the position...

- You have met or exceeded the essential qualifications of the position.
- You may be given a "conditional offer" pending appeals from bargaining unit employees.

2. If you are not selected for the position...

- If you received an interview, you will be notified as to whether or not you were successful.
- Ask the Human Resources representative responsible for the competition to explain the reasons you were not successful (a "post-board"). This feedback can provide useful guidance in your next job search.
- Don't be discouraged! There are many more opportunities with the Government of Yukon awaiting you in the future.

