

Preparing For The Interview



Welcome



Staffing Consultants with the
Public Service Commission

Virtual session

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- We will use the chat on the right hand side of the screen if you have any questions at any time or just speak up during the session at anytime
- It is your choice to use video, and we appreciate if you mute your speaker unless you have a question to help with background noise

Learning Objectives

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- What are your workshop expectations today?
- What specific questions do you wish to have answered by the end of the day?

Do Interviews make you nervous?

- Nervousness occurs when we are under stress
- It is a natural, physiological response
- Try to be relaxed, find what works for you

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Session Outline

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- Purpose and Interview process
- What to Expect
- How to Prepare
- Types of Questions
- Application forms, resumes



Session Outline

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PSC Staffing Process

The Interview is just one part
of the process...

What else do we do?



PSC Staffing Process Internal & External

- Job Vacancy Exists
- Job Advertisement
- Applications Received
- Screening Process
- Interviews Conducted
- References Completed
- Verbal Job Offer Made
- Notice of Unsuccessful Applicants
- Post Board Review

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PAYROLL CLERK

**PEI PUBLIC SERVICE COMMISSION
LOCATION - Charlottetown**

**FULL-TIME CLASSIFIED POSITION
(Commencing Immediately)**

**OPEN ONLY TO EMPLOYEES AS DEFINED UNDER
ARTICLE 37.01 OF THE UPSE CIVIL COLLECTIVE AGREEMENT**

Application Form

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- Apply on-line at gov.pe.ca/jobs
- Add all pertinent information such as employee number, competition number, etc.
- Indicate work experience and job duties as related to the posting
- It is your responsibility to ensure that your application is received on time



Minimum Qualifications:

- Applicants must have Grade 12 and successful completion of a related post secondary education.
- Must have recent experience in payroll procedures and systems, i.e., People Soft;
- Must have extensive experience working in a fast-paced environment, possess strong interpersonal and communication skills as well as a solid knowledge of computer and word processing.
- Must have experience and/or training working with standard LAN-based software (WordPerfect, Excel, GroupWise, etc.).
- [Demonstrated equivalencies will be considered.](#)
- Must have a clear understanding of Collective Agreement, HR and payroll policies and guidelines to provide accurate responses to enquiries.
- Additional relevant education and experience will be considered an asset.

Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. The successful candidate will be the only individual receiving written notification of competition results. The “Notification of Successful Candidates” list posted on the Employment

Applications and Resumes

- An updated resume is recommended for the interview
- Make sure you address how you meet all the minimum qualifications for the position
- It is a professional representation of yourself

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The Purpose of the Interview

- An opportunity to demonstrate your skills, knowledge and ability and what you have to offer the position
- Ensures fairness and consistency in the selection process

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What to Expect During the Interview

- Usually 2-3 people will be on the selection board
- The selection board will be capturing your answers to ensure accuracy
- Professional setting

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| Your
preparation
includes...

How to Prepare for the Interview

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- Know the details of the interview (time, location, board members, etc)
- Know your strengths and what you have to offer the position



How to Prepare for the Interview

- Know the position and the general expectations of the employer
- Research the facility, department and position to become familiar with the employer

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How to Prepare for the Interview

- Think about responses to some potential questions and review those responses
- Ensure your resume is updated and review it
- You can bring your resume with you

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Self Assessment

- Think about what you bring to the job, what skills you could offer
- What value will you bring to the position?
- Write these skills down and refer to them for your next interview

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What can you do before your interview?

- Take a walk (work off your excess nervous energy)
- Put your notes away (cramming 2 minutes before just makes it worse)
- Picture yourself in the position
- Remember to B.r.e.a.t.h.e!!!

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The background features a white top section and a bottom section with abstract, flowing, overlapping bands of light blue and yellow. A vertical orange bar is on the left side.

. Our
preparation
includes...

Screening

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- Selection board will determine who receives an interview based on the following:
- Eligibility
- Qualifications
- Legislation
- Collective Agreements
- Awards



Screening Definitions

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- Some experience :
 <3 months to 1 year
- Experience:
 - <1-3 years
 - Considerable experience:
 <3-5 years
 - Extensive experience:
 <5+ years

Assets – will or may be given extra credit for having them

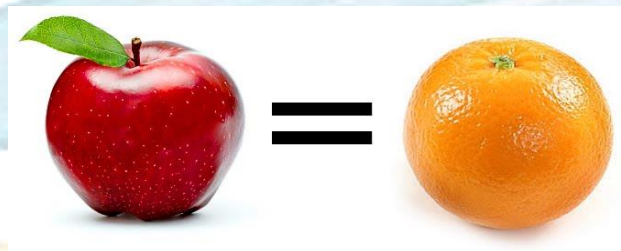
Preferences – will or may be considered ahead of those who do not have the preference qualifications

Demonstrated Equivalencies

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- Effective January 2014 on all UPSE Civil and Excluded competitions
- Provides a means for individuals who do not meet the education requirement on some job ads to be screen in based on equivalent experience



Types of Interview Questions

- Questions in these areas will always be asked no matter what the position is that you are being interviewed for:
 - Education
 - Experience
 - Knowledge

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Education

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- You will be asked to review your education as it relates to the position
- Include any other formal education you may have that is related to the position as well as any workshops and seminars which are not part of your formal education



Experience

- You will be asked to review your work experience as it relates to the position for which you applied
- Please include any employment that you feel is relevant even though it may not be in this line of work
- Volunteer experience may also be relevant

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Knowledge

- You will be asked questions which will allow you to demonstrate your knowledge as it relates to the position

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Types of Interview Questions

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- Questions in these areas may be asked depending on the position:
 - Decision Making
 - Organizational
 - Interpersonal/Communication
 - Supervisory
 - Leadership
 - Analytical



Decision Making

- You may be asked scenario-based or behavioral-based questions
- This is your chance to demonstrate how you assess a situation, use your judgement, and how you arrive at a decision

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Decision Making Sample Question

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- Take a few minutes.
- Think about a difficult work related situation you have dealt with. What was the issue, how did you deal with it and looking back now, would you do anything different?

Decision Making Sample Question

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Please rate each candidate's answer with poor, fair, good, very good, excellent or exceptional

- Candidate A

Candidate B

Organizational

- You should be prepared to explain how you organize yourself at work
- You may also be given situational questions that are designed to allow you to demonstrate this skill

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Organizational Sample Question

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- You come to work with multiple demands, including X, Y, and Z. How do you go about organizing your day and setting priorities?



Interpersonal Communication

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- You may be asked questions that allow you to demonstrate how you work and communicate with others
- This skill is assessed from the time you walk in the door until you leave



Interpersonal Communication Sample Question

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- Tell us about a specific time when you had to build and maintain positive work relationships with your co-workers. How did you accomplish this?



Supervisory Leadership Analytical

- You may be asked situational or behavioural based questions that ask you to demonstrate your leadership abilities, your supervisory skills or your analytical skills

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Supervisory and Leadership Analytical resources

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- <https://src.healthpei.ca/learning-and-development-toolkit>
- <https://psc.gpei.ca/sites/psc.gpei.ca/files/Leadership%20Competencies%20Slide%20Deck.pdf>
- Review the LEADS framework for Health and the Public Service leadership competencies for the Civil Service and remember to reflect on your **own** leadership competencies



Wrap Up Section

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- You may be asked questions such as:
 - “What enticed you to apply for this position?” or
 - “What makes you the best candidate for the role?”
- You will be asked if you have any questions or comments to add
- Additional wrap up questions



References

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- References are part of the selection process
- Contact your references to ensure they are prepared to be a reference
- Be prepared to provide names and contact information of immediate supervisors



Assessment

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- After each candidate is interviewed there is an assessment to complete by all board members. Areas that are assessed are whether or not the candidate was knowledgeable of the role, able to clearly identify problems, deal with conflict and communicate in an effective manner.
- Each section is rated and combined to 100% and 70% is considered a pass mark



Post Board

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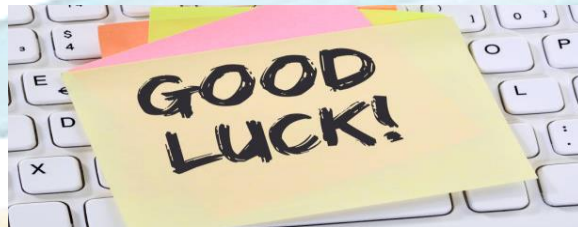


- An opportunity for the candidate to meet with the Staffing Consultant to review strengths and possible areas of improvement for future interviews
- Once the decision has been finalized, you can contact the PSC to arrange the post board



Concludes the Interview Process

- How many of you feel more knowledgeable in the staffing process?
- How many of you know you will improve your interview skills based on what information was provided today?





Thanks!

Any questions?

www.jobspei.ca