

Preparing for the Interview

Public Service Commission





Welcome

Staffing Consultants with the Public Service Commission

Who are you?

Please give us your **name** and **department**

Ice Breaker – In one word, describe how you feel about having a Job interview



Do Interviews make you nervous?

- Raise your hand if you feel nervous about an interview



Session Outline

What is our role?

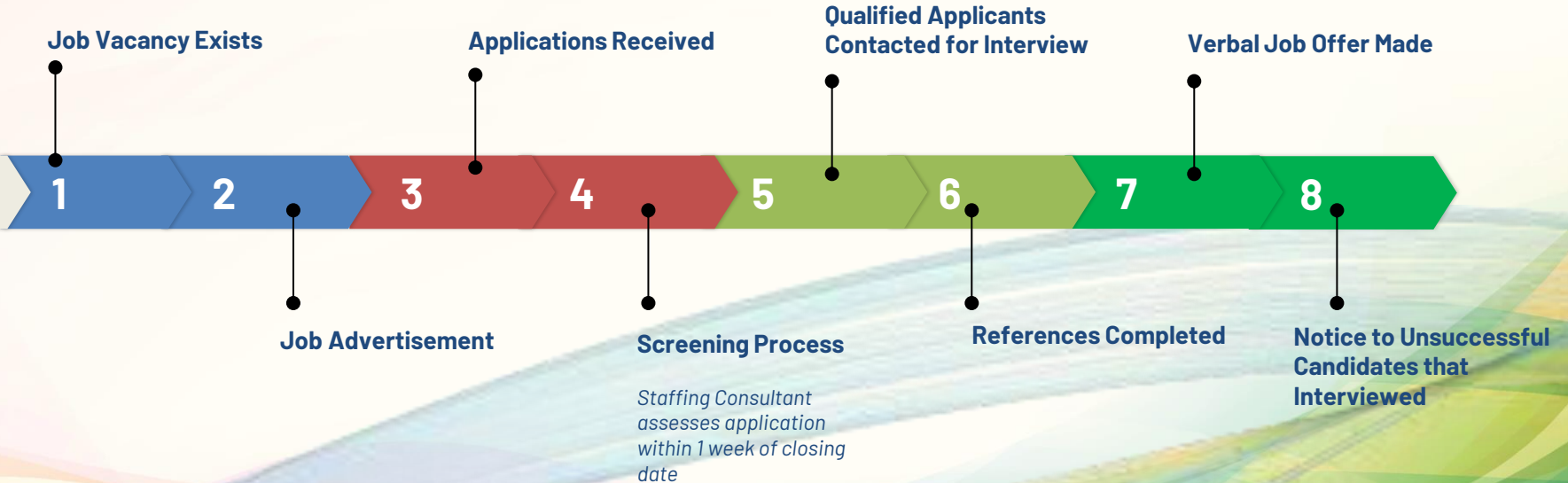
- The Staffing process

What is your role?

- What to Expect
- How to Prepare
- Types of Questions
- Resume 101



Hiring Process





www.jobspei.ca

Application Form

- Apply on-line at www.jobspei.ca (Civil & Health PEI)
- 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
- It is your responsibility to demonstrate how you meet the min requirements



Resume 101

SHAPE THE
Future



- An up-to-date resume is highly recommended
- Make sure you demonstrate how you meet all the minimum qualifications for the position
- It is a professional representation of yourself



PRINCE EDWARD ISLAND GOVERNMENT JOBS



[PEI GOVERNMENT JOBS >](#)



[HEALTH PEI JOBS >](#)



[PUBLIC SCHOOLS BRANCH JOBS >](#)



[FRENCH LANGUAGE SCHOOL BOARD JOBS >](#)



[STUDENT OPPORTUNITIES >](#)



[OTHER JOB OPPORTUNITIES >](#)



Discover rewarding careers with the Government of PEI.

[GOVERNMENT OF PEI JOBS OPEN TO THE PUBLIC >](#)

Explore internal jobs for current public service employees.

[View Successful Candidates](#)

[GOVERNMENT OF PEI JOBS OPEN TO EMPLOYEES >](#)



ce
rd
nd
A

Screening

SHAPE THE
Future



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



Qualifications

- Education
- Speak to specific formal education and additional training courses you have taken recently
- Experience
- Clearly indicate how your experience is related to the posting

SHAPE THE
Future

Prince
Edward
Island
CANADA





168617 - Accounting Officer - Department of Finance - Permanent

Government of PEI

95 Rochford Street, Charlottetown, Prince Edward Island C1A 3T5

1 Position available

Expires on: June 23, 2025



APPLY

JOB DESCRIPTION

SHAPE THE
Future

The Department of Finance is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our [Equity, Diversity, and Inclusion Policy](#).

This role is primarily responsible for maintaining and reporting on the general ledger accounts for each pension plan, with the objective of drafting accurate financial statements and note disclosures in accordance with the CPA Handbook and Public Sector Accounting Standards (PSAS). The position supports the Manager of Accounting and Pension Payroll in preparing working papers, journal entries, and note disclosures for all registered and non-registered pension plans, as well as other post-employment benefit programs for inclusion in Public Accounts.

Additionally, the role assists senior accounting staff in providing financial statement support and Public Accounts benefit expense details to auditors and the Comptroller's Office. Responsibilities also include coordinating employer billings for participating pension plans and managing the generation and recording of monthly pension payrolls.

Job type:
Permanent

Work shifts:
Day

Work schedule:
37.5 hrs/week

Work location:
On site

Salary:
\$70,922.00 - \$88,628.00 CAD Yearly

Additional information

Job Posting ID:

Example job posting with Minimum Qualifications



168617 - Accounting Officer - Department of Finance - Permanent

Government of PEI

Street, Charlottetown, Prince Edward Island C1A 3T5

1 Position available

Expires on: June 23, 2025

Minimum Qualifications:

- Post **secondary degree** in commerce or business administration.
- Considerable experience in accounting including preparation of financial statements, preparation of AR and AP **schedules and reconciliation** of accounts.
- Experience working in a highly regulated environment.
- Demonstrated equivalencies will be considered.
- A professional accounting designation will be an asset.
- Knowledge of the provisions of each pension plan administered by the section.
- Strong analytical skills, deductive reasoning skills and problem-solving ability.
- Strong Microsoft Excel skills.
- Ability to work independently and with self-initiative.
- Excellent time management and organizational skills.
- Ability to work under extensive timelines.



Government of PEI is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public service that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, and accessible workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their gender identities, and gender expressions. Those looking for more information are invited to visit our Inclusion Policy.

The Accounting Officer is responsible for maintaining and reporting on the general ledger accounts for each pension plan, preparing accurate financial statements and note disclosures in accordance with the CPA Handbook and Accounting Standards (PSAS). The position supports the Manager of Accounting and Pension Services in preparing working papers, journal entries, and note disclosures for all registered and non-registered pension plans and post-employment benefit programs for inclusion in Public Accounts.

The Accounting Officer assists senior accounting staff in providing financial statement support and Public Accounts support to auditors and the Comptroller's Office. Responsibilities also include coordinating employer contributions, preparing billings for participating pension plans and managing the generation and recording of monthly pension payrolls.

Duties will include but are not limited to:

APPLY

Job type:
Permanent

Work shifts:
Day

Work schedule:
37.5 hrs/week

Work location:
On site

Salary:
\$70,922.00 - \$88,628.00 CAD Yearly

Additional information

Job Opening ID:

- 168617

Screening Definitions

SHAPE THE
Future



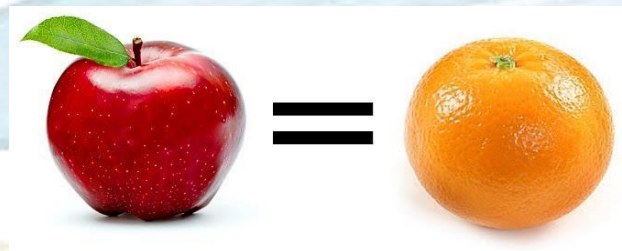
- Some experience :
~3 months to 1 year
- Experience:
~1-3 years
- Considerable experience:
~3-5 years
- Extensive experience:
~5+ years

Assets – will be given extra Credit, in an interview, for having them

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

Demonstrated Equivalencies

- Effective January 2014 on most 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



References

SHAPE THE
Future



- 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, after your interview



Post Board

SHAPE THE
Future



- 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 on a competition has been finalized, you can contact the PSC to arrange the post board



What is your Role?

What enticed you to apply for a position?

What can you expect during the interview?

How can you prepare?



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

SHAPE THE
Future

*Prince
Edward
Island*
CANADA



What to Expect During the Interview

- Usually 2-3 people will be on the selection board
- In Person or Virtual
- The selection board will be taking notes to ensure accuracy
- Professional setting



How to Prepare for the Interview

- Know the details of the interview (time, location, board members, etc.)
- Virtual Interviews: Test your camera, microphone and speakers beforehand
- Know your strengths and what you have to offer the position



How to Prepare for the Interview

Review the job description and know the position

Research the facility, department and become familiar with the employer

Think about the job you're interviewing for, not the job you're in

SHAPE THE
Future

*Prince
Edward
Island*
CANADA



How to Prepare for the Interview

SHAPE THE
Future

Prince
Edward
Island
CANADA

- 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



Self Assessment

- Think about what you bring to the job, what skills you could offer
- Write these skills down and refer to them for your next interview
- Think of scenarios/examples ahead of time that would be relevant to the job



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

SHAPE THE
Future



Education

- In most cases the board will have already reviewed and noted your education as per your application and resume
- Be sure to include any other informal workshops, seminars & short courses

SHAPE THE
Future

*Prince
Edward
Island*
CANADA



Experience

- In most cases the board will have reviewed your experience as noted on your resume and application prior to your interview.
- Please include any employment that you feel is relevant may have transferrable skillsets
- Volunteer experience may also be relevant

SHAPE THE
Future

Prince
Edward
Island
CANADA



Knowledge

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

SHAPE THE
Future

*Prince
Edward
Island*
CANADA



Types of Interview Questions

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

SHAPE THE
Future

*Prince
Edward
Island*
CANADA



Decision Making

SHAPE THE
Future

*Prince
Edward
Island*
CANADA

- 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



Decision Making Sample Question

SHAPE THE
Future



- Take a few minutes.
- Think about a difficult work related decision 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



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

CANDIDATE A

CANDIDATE B

Assessment Criteria

SHAPE THE
Future



- Candidate was able to clearly identify the problem, was able to outline the steps involved with dealing with the issue, and had insight to know how improvements could be made in future
- Candidate was able to demonstrate collaboration and engagement within team
- Answer was given in a relevant and concise manner



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

SHAPE THE
Future

*Prince
Edward
Island*
CANADA



Organizational Sample Question

SHAPE THE
Future



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



Assessment Criteria

SHAPE THE
Future



- Demonstrates ability to identify priorities but also tools/methods on how to deal with each of the issues
- Demonstrates understanding of when delegation is appropriate
- Knows when to seek guidance and of whom to ask questions

Interpersonal Communication

SHAPE THE
Future



- 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

SHAPE THE
Future



- Give us some specific examples of how you would build and maintain positive working relationships with your co-workers?



Supervisory Leadership Analytical

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



Supervisory Leadership Analytical Resources



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

- [Leadership Toolkit | Health PEI | Staff Resource Centre](#)
- [PEI Public Service Leadership Competencies](#)

Wrap Up Section

SHAPE THE
Future

Prince
Edward
Island
CANADA

- You may be asked questions such as:
 - “What enticed you to apply for this position?”
 - Availability to begin?
 - Provide reference(s)
 - Valid drivers license (if required for position)
- You will be asked if you have any questions
- Additional wrap up questions



Assessment Criteria

- Variety of responses
- Often there is answer guide (especially with technical questions)
- Final evaluation



Final Tips



Assume the interview board is not familiar with you or your work

Include points in your responses that may be considered “common sense”

Ask to have a question repeated if needed
If you blank, you can ask to skip a question and come back to it



Was this helpful?

Do you know what to expect and how to prepare for your next interview?

Any suggestions on how to improve the workshop?





Thank you!

Any questions?

SHAPE THE
Future