

# CAREER BUNDLES

Welcome to....

- Module 5 - Interview Ingenuity & Mentoring Mania
- Module 5 in a series of 6 independent modules

# Overview of Career Bundles

6 Modules:

- 1) Career Planning
- 2) MBTI Assessment & Interpretation
- 3) Skills Assessment & Strategic Career Thinking
- 4) Résumé Writing & Networking Skills
- 5) Interview Skills & Mentoring/Coaching
- 6) Personal Learning Plans

# Interview Skills & Mentoring/Coaching - Overview

- Human Resources (questions)
- Information Interview
- Federal Process – PSHRMA (act/process)
- Interview Styles
- Interview Tips & Hints

## Getting to know each other ...

- What was the most difficult/challenging question you have been asked in an interview?
- What challenges do you have when interviewing?

# Interview Styles

## Behavioural Based

- Behavioural Based ~ ... based on the theory of ... past experience is a predictor of future performance
- Listen to the wording ~ “how would you” vs. “how have you”

# Interview Styles

## Performance Based

- Actually perform the work ...  
demonstrate the work ...
- Study the Essential Qualifications from MC ... can you find any skills/competencies that would lend themselves to this ... (you are anticipating that a task may be asked for you to perform/demonstrate)

# Interview Styles

## Situational & Judgement

- Assume that you are the successful candidate ... a typical day would have the following responsibilities and challenges ...
- How would you handle this day ... place in order of importance ... justify your choices

# Interview Styles

## Role Play/Simulations & Tests

- Study the Essential Skills (MC ... & Job Description) ... can you anticipate that you may be asked to role play an ability, skill, competency, etc.



## Others ...

- Directive Questions ... (very clear what they want to know) these questions are usually targeted at your skills, experience, and educational background.
- Non-Directive Questions ... open-ended question allows you freedom to answer in any way you want (dangerous if you neglect to focus your answer in the direction of the job qualifications)

# Things You Need To Know ...

- Practice
- Coaching
- Visioning
- Hand Shake
- References
- Weave in soft skills, new economy skills, and your accomplishments
- Step by step
- Silence

# Things You Need To Know ...

## Continued

- It's okay to park/skip a question (go back later)
- HELP! ... "I don't know" ... nobody is perfect
- Weakness & Challenges
- "Respect for Diversity"
- Keep track of your best accomplishment examples/stories in your portfolio
- Any questions? ... have some ...
- Post Board ... new "informal discussion"

# Don't

- Be defensive, apologetic, or desperate
- Ramble or give lengthy answers
- Complain about present or former jobs, departments, or managers etc.

# Do try to remember these basic points:

- Understand what is really being asked
- Answer the question briefly, focus on facts and the positive
- Answer by presenting *related* skills, experience, and strengths (when possible relate to job context)

# ASSESSMENT

- The selection board can choose from several types of selection methods to assess qualifications
- A qualification may be assessed using more than one assessment method
- Several qualifications can be assessed using the same assessment method

# Informal Discussion

Follow up with an informal discussion  
(what went well what didn't) ask for  
feedback

Use feedback to assist with Career  
Development