

# Interview Workshop

ENGINEERING SOCIETY OF QUEEN'S UNIVERSITY

Kodie Becker  
Director of Human Resources  
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# Why Interviews?



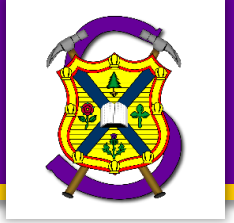
- Interviews are a great way to learn more about candidates in a quick and effective way, and to gauge if they would be a good fit for a specific position

# Structure of an Interview



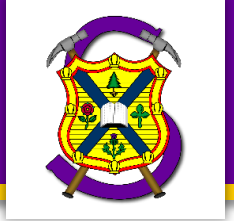
- The First Meeting
- Introduction
- Questions
  - Situational
  - Experience Based
  - Characteristic
  - Funny
- Conclusion

# Pre-Interview



- Preparing for an interview is probably the most important part of your interview!
- How to prepare for an interview:
  - Consult with people
    - People who have held the position
    - The hiring panel
    - Other involved people
  - Understand the position
    - Consult the EngSoc position description
  - Create Notes
  - Dress appropriately
  - Have everything ready for the interview

# Consulting people



- Ask them questions:
  - Past/current holder of a position:
    - Their role
    - Their goals
    - Relevant experience
    - What they learned
    - Difficult situations and how they dealt with them
    - Favourite and least favourite part
    - What they planned on doing but didn't have time to achieve
  - Panel:
    - Expectations for the role
    - What they're looking for in a candidate



- Why notes?
  - Helps organize thoughts
  - Ensures you don't forget to mention something
  - Shows the panel you put the time in to plan
- Good notes are:
  - Organized
  - Easy to read
  - Point form

# Relevant Experience



- Tell a story
- Be specific
- Be concise
- Relate to skills
- Relate to position

# Relevant Experience



- Communication
- Determination
- Leadership/management
- Teamwork
- Adaptability
- Organization
- Problem solving
- Creativity
- Work ethic
- Showing initiative
- Willingness to learn



# Notes Example



Relevant Experience	Skills	How these skills relate to the position	Mentioned?
Lifeguard	Interpersonal Skills	I can work well in a team, and get along with people	
	Communication	I can effectively get my ideas across to people	

# Notes Example



DComm - Feb 2016

**ENGLINKS**

- TEAM DYNAMIC → HELPING IN OTHER PORTFOLIOS.
- TALKING WITH PEOPLE, HOLD TO BEST HELP.
- DEVELOPED BRAND.
- SOCIAL MEDIA
- 2.5 YEARS
- MANAGED TEAM, (PASSIONATE PEOPLE)

**COMM TEAM**

- INTERACTING W/ PPL, CREATING MEMORIES.
- PASSIONATE ABOUT PHOTOGRAPHY.

**YEARBOOK**

- CREATING A LEGACY
- WORKING W/ PASSIONATE PPL TO CREATE MEMORIES. ARCHIVE.

**CAMPAIGN**

- COMMUNICATING W/ PPL.
- TALKING / SOCIAL MEDIA.

WHY? → PASSIONATE

- Inform people on opportunities
  - ↳ Shed spotlight on lesser known opportunities
  - ↳ encourage people to get involved
  - ↳ help them gain experience.

MANAGERIAL:

- Get people interested in EngSoc & Media.
- Improve efficiency of requests
  - ↳ hire a dedicated team
  - ↳ keep them accountable / interested
  - ↳ communicating with them often.
  - ↳ helping them out personally.
  - ↳ incentives (mini-prizes?)
- Social Media Manager → GREAT ADDITION!
  - ↳ help keep people informed / involved.
  - ↳ get whole team to help!
- get rest of team involved with day to day
  - ↳ all eng
  - ↳ making infographics
  - ↳ efficiency of requests.

→ Transparency.

→ Delegate, and manage

↳ don't micromanage BUT help when needed

\* HAVE FUN WITH THE POSITION & WITH THE TEAM.

→ TWITTER

→ projects  
→ humans in it  
→ protocol.

Carson  
Emily  
Behrind  
Jay

DoHR - Feb 2016

**FYC COMMITTEE**

- TALKING TO PPL
- FINDING BEST WAYS TO HELP THEM / INFORM THEM
- TEAM DYNAMIC

**PREFECT**

- WORKING W/ TEAM
- BETTER STUDENT LIFE

WHY? → PASSIONATE

- Encourage involvement
- Be an OUTLET for people who want to gain experience! RESOURCE final opportunities
- Help people find their passions.

MANAGERIAL:

- Push volunteer involvement (as opposed to hiring).
- Give opportunities for training to EVERYONE (no matter their involvement)
- Solidify processes. (hiring, training, complaints)
  - ↳ reflect them in policy
- have people to help out.
  - ↳ oversee HR operations, help when needed.
  - ↳ events (work with director of events / PD)

Officers:

- recruitment.
- work with DComm to advertise (find better ways to advertise)
- ~~strategy~~

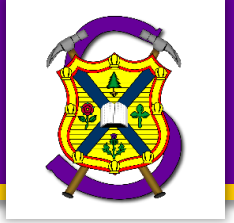
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# What to Wear?



- Something smart and nice
- “Dress for the job you want”
- Business casual or business semi-formal
- Overdress rather than underdress
- Example:
  - Nice shirt/nice jeans to full suit
  - Professional dress
  - Neatly trimmed
  - “Something you’d wear to your Grandma birthday”
- Usually the more senior the position, the more is expected in terms of presentation

# Before the Interview



- Get yourself in the right mindset
  - Pep talk
  - Listen to music
  - Meditate
  - Don't forget to be yourself!
- Get your supplies prepared
  - Notes
  - Pen
  - Water bottle
  - Watch
  - Presentation material
  - Etc.
- Someone will come meet you and take you to the room

# What to Expect in the Interview



- A panel of 3-6 people relevant to the position being hired
- Wearing EngSoc rugby shirts (ruggers) or other uniform
- A long table where they sit on one side and you sit on the other

# Start of the Interview



- Shake hands with everyone
- Be friendly
- Make yourself comfortable
- Lay your supplies out so that they are easy to use

# Questions



- Introduction
  - Situational
  - Experience based
  - Characteristic
  - Funny
  - Conclusion
- 
- Take your time to think about your answers!

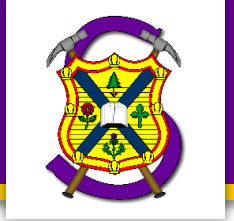
# Introduction



- “Tell us a bit about yourself”
- Summarize experience you think are relevant
- Always relate experiences back to the position



# Situational Questions



- Given a situation that you may encounter/has happened before
- Best answer is a “three-dimensional” one:
  - Your immediate response
  - Short-term response
  - Follow up
- Your response should address all concerns
- If you can relate the situation to experiences you’ve had then great!

# Experience Based Questions



- “Tell us about a time where...”
- Work in experiences from the past if possible (use your notes!)
- If you can’t think of a specific situation that applied to the situation, elaborate on how you would deal with the situation hypothetically.

# Characteristic Based Questions



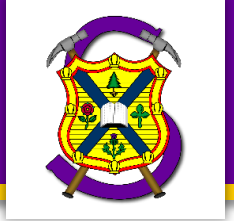
- “What is the most important characteristic for...” or “What is your greatest weakness”
- Try and use experience you can relate back to the question
- In relation to negative traits, be sure to mention how you’re trying to improve on things

# Funny Questions



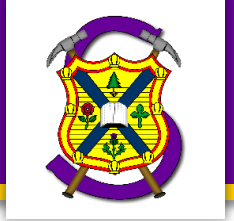
- End the interview on a high note
- Can be difficult to answer, but do your best
- Let your personality shine through
- You'll never be hired based on a funny question, but you can be not hired because of your answer
- Keep it PG!

# Group Interviews



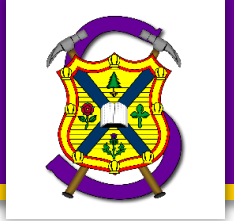
- The exact same format as before, just with more people in the room
- Used to assess team work skills
- Don't let other's answers throw you off, just say what you have to say
- Hold your own, but don't try to dominate the room
- Problem based questions
- Personality based questions

# Before leaving



- Finish up any last thoughts
  - Skim over your notes
  - Mention anything you forgot
  - Summarize key points
- You'll be asked if you have any questions
  - Good to have a question that gives you insight on the position, and makes the panel think
- You'll hear a spiel about contacting the panel and ERB
- Thank the panel for their time and shake their hands again on the way out

# Post-Interview



- During the interview, you will be asked how you would like to be contacted
  - Will always receive a response whether you got the position or not
- Possible outcomes:
  - You get the position: great!
  - You didn't get the position: bummer! BUT you got relevant experience you can take into your next interview, and there are tonnes of other opportunities to get involved!

# Interview Reviews



- Two members of the panel will sit down with you and discuss strengths/weaknesses of your interview
- Great for learning more about what you can improve on
- Don't be afraid to ask questions!
  - Example: What were your expectations as a response to a certain question





- If the interview wasn't run ethically or according to EngSoc policy
- If you have any concerns: [erb@engsoc.queensu.ca](mailto:erb@engsoc.queensu.ca)
- Confidential

# Mock Interviews



- Practice interview with a panel of experienced people
- Run through a “pretend” interview
- Can give you insight on how you interview without the pressure of a real interview

# Questions?



- Feel free to contact me anytime :)
- [hr@engsoc.queensu.ca](mailto:hr@engsoc.queensu.ca)