

Template to Prepare for Interviews

## Why You're Receiving This

This sheet is intended to help you prepare for a **competency-based interview**. In this type of interview, we focus on **how you approach work and apply your experience**, not only on job titles, credentials, or years of experience. This is not a test, and there are no right or wrong answers. The goal is to help you feel ready to explain **how you work in practice**.

## Step 1: Review the Job Description

Take time to review the job description for the role you are applying for.

**Job Role:** \_\_\_\_\_

As you read, note:

- The **key responsibilities** of the role
- The **skills or competencies** that seem most important

**Key responsibilities or competencies that stand out to you:**

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## Step 2: Identify Your Transferable Competencies

Think about your past experience, including:

- Paid work
- Education or training
- Volunteering
- Experience gained outside Canada or in different types of roles

List **3–5 competencies** you bring that are relevant to this role:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### Step 3: Connect Experience to Action

For each competency, think about **how it shows up in action**, not just how it appears on a résumé. Brief notes are enough.

Competency	Where You've Used It (Work, School, Volunteering)	What You Did
1.		
2.		
3.		
4.		
5.		

### Step 4: Prepare for the Interview

During a competency-based interview, you may be asked to:

- Describe how you handled a situation or task
- Explain how you made a decision or solved a problem
- Talk through how you would approach a work-related scenario

As you prepare, consider:

- How you usually **organize tasks or information**
- How you decide **what to do first**
- How you **communicate your thinking or next steps**

There may be more than one reasonable way to approach a question.

### A Note on Fairness

All candidates for the same role are assessed using the **same questions, exercises, and criteria**. This helps ensure the process is consistent and fair. If you require an **accommodation** at any stage of the process, please let us know.

### Questions?

If anything about the interview or exercise is unclear, you are welcome to ask for clarification before it begins.