

INTERVIEWING FOR SUCCESS



Tips to having a great interview experience.



HELPFUL TIPS

Know who you are meeting with

Prior to your interview familiarize yourself with the interview panel. You may be interviewed by leadership from different departments. Consider what points they may be interested in.

Remember the interview is a formal process

While you may be interviewed by people you know or work with, it is important to remember that the interview is a formal process. Treat the interview panel as if you are meeting them for the first time. Also, ensure that you are directing eye contact to all panel members, not just the one asking the question.

Prepare for online interviews beforehand

Online interviews are just as important as in-person interviews. Test your technology including your voice and camera controls so that the interview can commence at the scheduled time. Situate yourself in a quiet place where you are not likely to be interrupted and use appropriate background images that are not distracting to the panel.

Helpful Tips *continued*

Dress for success

A clean and neat professional appearance is an important step in making a good first impression. Professional business attire is recommended for both virtual and in-person interviews.

Keep ILS values in mind

Where possible, connect your responses to the ILS values to emphasize your commitment and understanding of the organization.



Contact Us

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Follow us on social media:



For job opportunities with ILS,
visit us at inclusionlangley.com/careers

BEFORE THE INTERVIEW

Research

It is important to inform the panel that you are not just interested in a job but that you want to grow your career within ILS. Revisit all of the on-the-job-training that you have taken part in and highlight this at your interview where relevant. Clearly showcase how your existing work history with ILS will benefit the role you are applying for.

TYPES OF INTERVIEW QUESTIONS

Behavioral Questions

These questions ask about your experience.

Ex: "Tell us about a time when you had to manage competing priorities and deadlines?"

Situational Questions

These questions assess "what would you do if?"

Ex: "You witness a colleague breaking ILS code of conduct. Walk us through how you would approach this situation."

Open Ended Questions

These questions cannot be answered with a simple 'yes' or 'no', and instead require you to elaborate on your points.

Ex: "Why are you interested in applying for this position?"

Technical Questions

These questions are specific to the role you have applied for, so that the employer can confirm you have the requisite skills.

Ex: "How do you add a teams link to an in-person calendar invite?"

Practice Questions

Q: "How does this opportunity fit within your career goals?"

Q: "Why are you interested in internal growth at ILS?"

Q: "Tell us about a time when you had to be organized and in control of a critical or pressured situation."

Q: "Tell us about a time when you had to manage interpersonal conflict on a team."

DURING THE INTERVIEW

Listen Carefully

Ensure you understand the question before attempting to answer. Feel free to bring a small notepad and pen so you can make quick notes of key words. Do not try to write down the whole question being asked as this can be time consuming and distracting. Questions can be repeated or deferred. Do not attempt to answer a question if you do not understand it. The panel will happily repeat or defer the question until later.

Be Thoughtful on Your Answers

Answer Questions using the STAR Method. This helps focus your answer and assists the panel to pull necessary and relevant information for the question being asked.

S

Situation

An event, project, or challenge faced

T

Task

Your roles and assignments

A

Action

Steps or procedures taken

R

Result

Results of actions taken

Use "I" versus "we" statements.

When providing examples, it is important the panel understands your role in the example. "We" statements do not clearly outline your direct contributions and efforts. While many examples may involve teams it is important you highlight your individual efforts using the STAR method.

Do not use jargon.

Use words that everyone on the panel understands. Avoid using acronyms.

Do not try to fill the space.

You may feel the need to keep talking when panel members are writing even though you have completed your answer. It is okay to have space between the answer and the next question. It will also assist you to gather your thoughts and prepare for the next question.

AFTER THE INTERVIEW

Ask for Next Steps

- Find out next steps in recruitment process.
- Ask if there is a timeline available.
- Send a thank you note to the hiring manager following the interview.
- If there is any supporting documentation required be sure to provide this in a timely manner.
- Be patient. Decisions take time.



Additional Resources

ILS has a variety of resources to assist you through your career growth. Visit SharePoint under People and Culture for additional resources:

- Current Job Postings
- ILS Scoring Rubric
- ILS Core Competency Dictionary and more!