

OCDP STRUCTURED INTERVIEW BOARD PREPARATION

(Note: This brief study guide is based on a compilation of various sources and the materials are not original to the author. It is important to consider that this is only one component of an over-all strategy that should be used when preparing to participate in the OCDP Structured Interview Board process.)

Inspector Rod Booth
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BEHAVIOR-BASED INTERVIEWS

“The most accurate predictor of future performance is past performance in a similar situation.”

- It is vitally important to understand the behavior-based interview process and then to properly prepare for it. (Resources such as the internet and texts should be used to research further what the behavior-based interview process entails.)

- Behavior-based interview techniques are designed to elicit and unveil detail from you such as your skills, abilities, competencies, resourcefulness and knowledge. The techniques are based on the premise that past and present behavior is the best predictor of how you will behave in the future.

- Be prepared with numerous well-rehearsed examples of career, life events, and learning experiences that will give the interview board a clear and positive picture of your abilities. Use “real life” scenarios to describe your accomplishments and previous work experience. Tell vivid and detailed stories, provide specific details but do not ramble. Try to be succinctly detailed.

- Use your TRR/Structured Resume/PRP as tools to obtain “snapshots” (illustrative examples) of your background and capabilities. Take the “snap shot,” turn it into a “movie,” and then use it to provide a detailed image of how you perform. Even though you may not ordinarily be an extrovert, it is up to you during the interview to step into the spotlight and perform. As self-centered as it may seem, the most important component of preparing for a behavior-based interview is to amass an arsenal of “engaging stories” about you.

- Your professional accomplishments are in essence your personal “script writer” in preparing for your interview. Include examples of different kinds of skills and experiences, based on the RCMP core competencies. For each example, construct a brief, approximately three-minute short story, including all the elements that make that story compelling. Use the acronym STAR (Situation/Task/Action/Result) or PAR (Problem/Action/Resolution) to structure your response. Practice enthusiastically by articulating your story in front of a mirror, tape recording or performing during “mock” boards with your peers. Where appropriate, refine your wording and polish your delivery. Your “vignettes” will now be ready to use as responses to any number of different types of questions.

- Use a customized memory cue that will assist you in recalling your arsenal of illustrative examples. (See attached example)

The best advice is to BE PREPARED!

MEMORY CUE

- Once you have amassed an arsenal of illustrative examples, apply them to the suggested memory cue of “INTERVIEW TEMPLATE.” (You can use any phrase you desire) Your PRP alone will provide you 16 examples, with two from each of the RCMP core competencies. This memory cue, once completed, will serve as a tool to recall your most significant examples (up to 17 examples).
- Use creative word associations to assist you in cuing your memory to your examples. (e.g., I - Internal investigation of a corrupt member, N - No resources how I adapted.) Write a brief description of the example next to the corresponding letter in the memory cue.
- Once you have written an example next to each letter of the memory cue, it will serve as your final study document.
- To memorize your examples, fold the page in half vertically, covering your examples and exposing only the memory cue of INTERVIEW TEMPLATE. Memorize your examples using each letter in the phrase as your cue. Make reference to your written description as needed. Eventually you should/will be able to, by only using the memory cue, recall each of your examples from memory alone.
- On the day of the interview, you will be provided 30 minutes, in advance of the interview, to review the questions. Prior to looking at the questions, write down the memory cue and the corresponding example descriptions. Now look at the interview questions and link your examples to the applicable questions.

(Note: It is suggested that you think of/prepare additional examples, in addition to the 17 used in the memory cue, so that you are fully prepared for the possibility of being required to answer additional questions. There is no guarantee of how many questions you will be asked to answer.)