

## Tips from the Interview Board's perspective

- when you are provided the list of questions 30 minutes prior to your interview do not try and figure out what competency is being tested; simply answer the question
- it is helpful to use code words to identify what example you will be using for each of the questions, however, be careful not to write too many notes as this will cause you difficulty during the actual interview
- you are able to take the questions and your notes into the interview with you
- the questions may not be asked in order, nor will a skipped question be necessarily returned to; therefore ensure that you get your best examples out to the board. The boards have experienced candidates telling them at the end of the interview that they were not able to use their best examples as the particular question was not asked.
- during your 5 minute introduction do not simply provide a verbal account of your "resume", this is the time to talk about you the person and to incorporate things that you have done that may not be included in your resume or are outside the 5 year period of the tracking report (more on this, Jan. 20th)
- DO NOT thank the board for giving you the opportunity to appear in front of them and talk about your experiences; you earned your way to the interview
- Respond to questions using the STAR principle, also including any post evaluation you conducted; i.e. would you have done anything differently?
- some candidates have used the ST of STAR and then incorporated CAPRA into answering the remainder of the questions (I used this method and found it much easier)
- don't panic if the board seems to ask too many questions; they may be interested in a particular example and ask more probing questions; they may also be trying to get you to expand on your answer to meet each of the behavioral anchors for the competency being tested. The board's goal is for you to be successful.
- If the board repeats the same question such as "tell me what you did" numerous times, you may not be providing them with what they want to hear. They will do this for a few times and then move on the next question if you are not able to respond to their continued questions.
- The board recognizes that much of the work we do is in a project or team environment, however, they want to know what you did in relation to the project...therefore "I" not "we".
- you can pass on a question and return to it later without penalty. However, do not pass on too many questions
- you may also return to a question you have already responded to and add more detail if you think of something later during the interview
- if you don't understand a question you may ask that it be repeated, however, don't ask too many times as it may appear that you are simply stalling to find an answer

## Tips from previous candidates

- PREPARE, PREPARE, PREPARE

- you should have 3 examples per competency; ensuring that these are at level 2 and 3
- although your example may look good on paper, it is much harder to “lift” it off the paper and describe it clearly to the board. Ensure you have broken each one down into STARE (evaluation), or ST and then CAPRA, whichever you prefer. It is important to clearly describe the situation such that the board truly grasps the significance of your example and is not sitting there thinking “So what”! In essence, you want them to think about what would have been the impact to the project, etc... if you hadn’t undertaken the actions you did.
- And if it was your initiative, say so.
- Once you have broken your examples down into the STARE or ST CAPRA format begin practicing. Practice with individuals that don’t know your examples as they will be able to provide pointers and pick out information that is missing. You may also want to tape record yourself to listen to how you are responding. Take every opportunity to articulate your examples, driving to work, in the gym, in front of the mirror. Your body language is also important as it may become distracting to the board. If mock boards are available in your area, take advantage of them.
- Look at the competencies, particularly at the behavioral anchors for levels 2 and 3. These anchors will provide you with an idea of what questions you might be asked.
- Bottom line, if you have the baggage and can communicate it, you will be successful!
- When you get to the interview, you will have 30 minutes to review the list of the questions. Don’t panic if your mind goes blank for a few moments, you will have already seen these questions in the behavioral anchors for the competencies. There is nothing in here that you cannot answer if you do the prep work. Remember your examples may be able to answer two or more questions depending on how you are able to “spin” your response.
- as indicated above, do not try and guess the competency, just answer the question. Use one or two words to indicate beside each question what example you will be using. CAUTION: do not get hung up on using the examples for only the questions that you have indicated. You want to get your best ones out to the board!
- You can take your notes and the questions in to the interview room with you. These notes are beneficial in keeping track of the questions and your responses during the interview.
- the 5 minute intro is a good opportunity for relaxing your nerves and leveling your voice
- Remember that this is the moment that you have been working for and spent countless hours preparing. This is your opportunity to shine and demonstrate to the board that you are someone that they would be comfortable working with.

Tips from Insp. Jennifer Strachan - last year’s session

- In completing this exercise, Jennifer stated that she took each of her examples and broke them down in relation to the behavioural anchors at “manages a unit of work” and “manages multiple units of work”. She then highlighted the portions of each of her examples that matched these anchors and ensured these were captured in her response.

- She further linked as many examples as possible to the strategic priorities of the Force. For instance, for one of her examples she described how she implemented a restorative justice program at one of her postings. This aligns with one of the priorities of the Force, that being youth and restorative justice.
- In keeping with Jennifer's comments, it was stressed throughout this particular session, the importance of familiarizing yourself with the Commissioner's Directional Statement, the key organizational priorities, and the four pillars.

The board members:

Something Jennifer mentioned, that I would never have thought of doing myself, was to learn as much information as possible about each of the three board members prior to the interview; i.e. their policing background - operational, administrative, international peacekeeping, their management style, etc....She stated that this helped her to be prepared to respond to each of their diverse backgrounds. In her case, she learned beforehand that one of the board members was native so she was prepared for the lack of eye contact.

During the Interview:

- don't get hung on the fact that the board members are not looking at you as they will be taking notes, however, do recognize when you may have said enough in relation to a particular question as the board may have stopped writing, appear bored, or looking at you for longer periods of time.
- do not become overly concerned if there are notes or minor comments passed amongst the board members as sometimes their choreography can be off as to who asks what questions.
- listen to questions carefully, you may be asked to clarify your examples, actions described