

# Guidelines For Interview



Congratulations if you have been shortlisted for an interview. These guidelines will help you prepare for your interview:

Interviews are conducted by a panel, which means that two or three City employees will interview you. One of the panel members is usually the manager you will report to if your application is successful. To make the selection process as fair as possible, we ask each candidate the same questions, and all questions are job related. We allocate approximately 30 minutes for an interview.

To prepare yourself for an interview:

- Be aware of what the job involves. This is identified in the advertisement for the position and also in the Position Description, particularly the “Requirements of the Job” section.
- Focus on the requirements, and think of examples and work situations where you have applied the relevant skills and abilities.
- Focus on the duties of the position and how you would carry them out. Think of any problems you might encounter and how you would resolve them.

Prepare a few relevant questions you may wish to ask the panel.

During the interview:

- Take time to answer each question. The panel will appreciate a well thought out answer presented clearly and concisely, even though you may take a few moments to put your thoughts together.
- Where possible, relate your answers to direct experiences you have had.
- When the opportunity is presented, feel free to ask any questions you may have, relevant to the position. Avoid asking questions “just for the sake of it”. If you do not have any questions do not hesitate to say so.

Do not assume that any of the panel members knows your suitability for the position, even though you may have worked with them or have had experience in the position for which you have applied.

Panel members will record your responses to the questions to assist them in accurately recalling your details when they are making their final decision.

When the selection process has been completed and a preferred candidate has been selected, you will be notified of the outcome of your application.