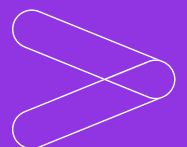
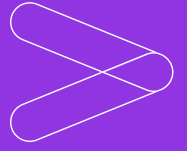




INTERVIEW PREPARATION WORKBOOK







Getting ready for an interview can be a nerve-wracking process!

MyStartr employers know getting your foot in the door can be difficult for an interview and that's why they offer a chance to **have a direct interview**.

There are a few key items that employers are looking for in interviews across the country. Employers want you to **show who you are, why you want to work** for them and understand **how you behave in certain circumstances** related to the role.

Prepare these items and we are confident you will **impress any hiring manager** you interview with.



GOALS

At the end of this workbook, you will be ready for the key components of an interview with an MyStartr employer. You will be able to:

1. Show who you are and answer the interview question **“Tell us about yourself.”**
2. Know why you want to work for an employer and answer the interview question **“Why do you want to work for us?”**
3. Show **the skills, talents and attitude you bring** to the job and answer behavioural interview questions.

Show who you are!

At the start of any interview, you will typically be asked to describe yourself.

All of us have **unique skills, experiences and values** that we can bring to an employer, but these are not always easy to talk about.

Skills and **qualities developed from home, school, hobbies** or other personal experiences are all valuable parts of yourself that employers are looking to learn about. MyStartr employers are often looking for **personality, habits and values** that match their company and team, even over years of experience.

Check out the next page for a word bank to use!

What are your qualities?

Reflecting on who you are in your general life, circle the 5 skills or qualities you feel most describe you.

Accurate	Helpful	Realist
Active	Honest	Reasonable
Adventurous	Honorable	Relaxed
Agreeable	Hopeful	Reliable
Ambitious	Humble	Resilient
Appreciative	Humorous	Resourceful
Artistic	Idealistic	Respectful
Attentive	Imaginative	Responsible
Calm	Independent	Self-Confident
Capable	Inquisitive	Self-Disciplined
Cheerful	Intellectual	Self-Reliant
Competent	Interesting	Self-Sufficient
Confident	Inventive	Sensible
Considerate	Kind	Sincere
Cooperative	Kind-Hearted	Smart
Courageous	Level-Headed	Social
Courteous	Likable	Spirited
Creative	Lively	Sympathetic
Curious	Logical	Tactful
Decisive	Loyal	Talented
Dependable	Mature	Team Player
Diligent	Neat	Thorough
Eager	Nice	Thoughtful
Earnest	Observant	Tolerant
Easygoing	Open-Minded	Trusting
Efficient	Optimistic	Trustworthy
Energetic	Original	Truthful
Enterprising	Outgoing	Understanding
Entertaining	Patient	Unselfish
Enthusiastic	Perceptive	Untiring
Ethical	Pleasant	Versatile
Forgiving	Polite	Vivacious
Friendly	Positive	Warm
Generous	Practical	Warm-Hearted
Gentle	Precise	Well-Spoken
Good Listener	Productive	Wise
Good-Humored	Progressive	Witty
Good-Natured	Prompt	
Gracious	Punctual	
Grit	Purposeful	
Happy	Rational	

Show who you are!

Based on the qualities you circled on the previous page, **what would you say are your top two?**
For each quality, **think of a time or experience in your life when you demonstrated that quality or value.**
Describe that experience in 2 to 3 sentences.

My Quality is _____ My Quality is _____

I demonstrate this quality when I...

I demonstrate this quality when I...

Show who you are!

What are your goals?

Employers are interested in knowing **how their job offer can fit into your life goals.** What are the goals you have for yourself? In the space below, **share up to 4 goals you have** for yourself in the next year. These can be related to **school, home, passions and hobbies or other aspects of your life.**

1

3

2

4

Show who you are!

Putting it all together!

Let's put together a rock-solid answer to the question **"Tell us about yourself."**
Here is a sample to help you get going:

“ Hello, my name is George. Currently I am looking for work, as I have recently moved to the city and Canada. I am courageous and hardworking, two qualities I think will fit with your company. I am courageous, as I recently moved to Canada and have had to learn a whole new city and make new connections here. I am hardworking as I have been studying to earn my high school diploma on top of helping take care of my siblings. My goals for this year are to improve my confidence in meeting new people, and a job at your company will help me do that. ”

Show who you are!

Putting it all together!

Try writing your introduction below. Be sure to include who you are, your two qualities and how you use them and your future goals.



Practice makes perfect – say your response out loud to a friend, family member or employment counsellor before your interview **so you are ready for when an employer asks, "Tell us about yourself."**

Show who you are!

Crafting your introduction

Looking for some ideas to help you craft the perfect introduction? Fill in the blanks below.

Hello, my name is _____

In high school/college. In a training program. Graduated Volunteering.

Currently I am _____

My top qualities are that I am _____

Energetic, ambitious, skillful, attentive

and _____

I show that I am _____ when I successfully _____

Secondly, I am _____ and I show this by _____

I am excited to be here today because I want to _____

Learn. Gain experience. Start my career. Develop skillset



Showing why you want to work for employers!

Employers want to know why you are interested in working for them. We also believe connecting with an employer's mission and vision ensures you enjoy and succeed in your role. At the end of this activity, you will be ready to answer the question, **"Why do you want to work here?"**

What qualities are important to you?

Take a look back to the five qualities you circled on pg. 5. Fill in the sentence below for each quality and describe **why it is important** to you.

Quality	→	Is an important quality to me because...
	→	
	→	
	→	
	→	
	→	

Showing why you want to work for employers!

How do your qualities match with the employer's mission, vision and values?

This is where **your research becomes so important**. Employers need to know that you understand not just the type of role you'll be doing, but the organization as well! **Look up the company's website** and identify information about what they do, and what's important to them (i.e. mission, vision and values). What details match your key qualities?

Note them below.



Showing why you want to work for employers!

Putting it all together!

Based on your answers above, let's formulate your answer for the question, **"Why do you want to work here?"**
Here are some statements to help get you started:



I want to work for your company because they believe in diversity and care. I identify with these values because ...

As a person, I am a team player and I know that your company believes in this because ...

I want to work for your company because I am looking for a job that can help me grow in problem solving. I know that your company will help me achieve this because ...

Formulate your answer below

Showing why you want to work for employers!

Putting it all together!

Practice makes perfect – **say your response out loud to a friend, family member or employment counsellor** before your interview so you are ready for when the employer says

"Why do you want to work here?"



Show you skills and skills and strengths!

Answering behavioural questions at your interview

Employers will often ask interview questions where they ask you to reflect on past experiences in order to understand your behaviours and attitudes. These are called behavioural questions. These styles of questions can be easy to spot as they often start with:

Tell me about a time when...

Give me an example of...

What do you do when...

Have you ever...

Describe a time/ situation when...

Use the STAR Method to Answer Behavioural Questions

The STAR method is a popular way to structure your answer to these styles of question. Memorize what STAR means and anytime you hear a question that starts with the words above, use each step of STAR to answer the question in detail.

Show you skills and skills and strengths!

S.T.A.R Method

Situation: Set the scene and give the necessary details of your example.

Task: Describe what your responsibility was in that situation.

Action: Explain exactly what steps you took to address it.

Result: Share what outcomes your actions achieved.

Practice with the STAR Method

Below is a sample of behavioural style questions. Pick one question that you feel would be asked in your interview and on the next page work through your STAR answer.

"Describe a goal that you set for yourself.
How did you plan to meet your goal?"

"Have you ever gone above and beyond the call of duty?
If so, how?"

"Describe a time when you had to work closely with someone whose personality was very different from yours. How did you work with that person?"

"Tell me about a time you failed to meet an expectation?
How did you handle the situation?"

Show you skills and skills and strengths!

Practice with STAR

Think of an experience you may have had in the past that relates to the question. This could be from school, a previous job, volunteer experience, hobby or home.

For each letter, write down 2 to 3 sentences about the experience.

S

Situation:

Describe the details of your example.

T

Task:

What was your task in the situation?

A

Action:

What steps did you take?

R

Result:

What was the end result?

CONGRATS!

You have worked through the 3 core elements of any **interview with a MyStartr Employer!**
Practice makes perfect — so remember to keep practicing your responses and see you at your interview!

Getting ready for your interview checklist

- ☐ Register for a MyStartr event and be scheduled for an interview
- ☐ Read through the job description for the job you are applying for
- ☐ Research the company's value and belief on the MyStartr website you are interviewing for
- ☐ Work through the workbook to refine your answers to three common elements of an interview
- ☐ Double check your interview time and event location the day before the event
- ☐ Be sure to utilize Coaches Corner for any last minute prep and to ease pre-interview jitters
- ☐ Have your interview and get feedback
- ☐ Plan your next steps with a MyStartr coach post-interview for your employment journey



