

PREPARING FOR A CANDIDATE INTERVIEW AT METROLINX - A JOB AID

Congratulations on getting an interview at Metrolinx! Use this job aid to help you prepare for a successful interview.

INTERVIEW PROCESS - What to expect

- This is a formal interview with 2 or more interviewers, including a Talent Acquisition Consultant and the Hiring Manager
- The Talent Acquisition Consultant will outline the process during the interview; the Hiring Manager will introduce the role
- They will ask structured and role-specific questions to understand how your background and experience align to the role
- They will both take notes on how you answer the questions
- They will discuss timelines and next steps during the interview
- You will have an opportunity to ask questions at the end

PLANNING AHEAD - How to prepare

- Research the organization, mission, vision, values and the role you are interviewing for
- Read the job description thoroughly and be ready to provide relevant examples from past work history
- Focus on skills and competencies required for the role
- Prepare closing questions to allow for a better understanding of the role
- Plan the trip/commute to the location in advance (route, parking, time, etc.) to ensure you arrive in advance of the interview
- Wear business attire and be neat and presentable
- Bring an extra copy of your resume if recently updated
- Bring copies of all requested documents or certifications (if applicable)
- Turn off your cell phone or pager

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1. Make a Good First Impression

- Greet the interviewer(s) with a firm handshake, make eye contact and smile!
- Be attentive and focus on the questions: Listen carefully to the questions asked and understand what the interviewer(s) are looking for in your response. If you are unclear, ask for clarity.
- Feel free to make notes if necessary.

2. While Answering Questions

- Give more than just a "yes" or "no" response; provide details about what you did and results you achieved.
- Be specific and provide work examples for each question versus being too general.
- Ensure to provide relevant details and don't assume the interviewer(s) are aware of your work experience and skills.

During the Interview

4. Promote Your Value to the Role

- Use this opportunity to let the interviewer(s) know how you are a strong candidate for the position.
- Prepare questions to better understand the role.
- Summarize the relevant key skills that solve challenges and bring value add to the role and organization.

3. Use STAR Statements!

- To effectively convey an accomplishment, be sure to thoroughly describe the **Situation, Task, Action** and **Result**. This structured answering approach not only allows the interviewer(s) to clearly understand your capabilities, but also helps envision you in action.
- Be enthusiastic and proud about your past accomplishments.

Key Points to consider

Did you plan ahead and prepare relevant examples that highlight your experience?

Did you provide tailored and concise responses using the STAR method?

Have you clearly expressed your motivation and interest for the position?