Task B: Interview Preparation Grid

COMM 3700

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| **Your name**: |

Instructions:

1. This interview preparation grid is focused on preparing you to answer behavioural style questions. In addition, the technical questions might need to be answered either with factual answers or a live demonstration.
2. Get a relevant entry level IT Job posting. The kind of job you would like to get upon graduation from the IT Diploma program.
3. Copy and paste a copy of the job posting within this document. Don’t put a link- it will expire.
4. Identify all the job posting skill requirements (both technical and non-technical)
5. Take a screen shot of the job posting section that has required skills and paste in this document for future reference. (Links expire, so do a screenshot)
6. Put the skills in the left most column. (one skill per row).
7. Think about what knowledge or experiences you have that addresses that skill requirement.

Behavioural Answers

| Skills shown  [choose 1,summarize] | Story/Nugget  Nugget | Situation  [summarize] | Your Action(s)  [Lots of specific detail, step by step] | Result  [choose 1, summarize] |
| --- | --- | --- | --- | --- |
| Tech skill, communicate, manage information, use numbers, solve problems, work with others, participate in projects, positive attitude, be responsible, be adaptable, learn continuously, work safely | 1 |  |  | Improvement in Efficacy, Speed, Reliability, Ease of Use, Flexibility, Status, Aesthetic Appeal, Emotion, Cost |
| Tech skill, communicate, manage information, use numbers, solve problems, work with others, participate in projects, positive attitude, be responsible, be adaptable, learn continuously, work safely | 2 |  |  | Improvement in Efficacy, Speed, Reliability, Ease of Use, Flexibility, Status, Aesthetic Appeal, Emotion, Cost |
| Tech skill, communicate, manage information, use numbers, solve problems, work with others, participate in projects, positive attitude, be responsible, be adaptable, learn continuously, work safely | 3 |  |  | Improvement in Efficacy, Speed, Reliability, Ease of Use, Flexibility, Status, Aesthetic Appeal, Emotion, Cost |

Technical Answers

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| Tech Skill | Question | Answer |
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