## INTERVIEW GUIDE

The following document facilitates a thorough candidate assessment, ensuring the interview process is respectful, legally compliant, and aligned with our commitment to fairness and equity. Managers can slightly curate the content to suit the role they're hiring for, but must keep the questions the same for the same positions.

At the end of this document is a curated list of interview questions focused on skills and experience. These questions, compliant with provincial regulations, avoid protected grounds such as age, gender, race, religion, sexual orientation, disability, marital or family status, ensuring an inclusive approach.

Ensure to stay with the planned questions and do not deviate into areas that could lead to protected grounds. This will also help to keep your interview results consistent, if you are keeping to the same questions; it is much harder to defend a hiring decision when the questions are different amongst candidates.

**Pre-Interview Preparation:**

* Ensure you are familiar with the candidate's resume and the job description.
* Have a copy of the interview questions and a method for taking notes.

**Interview Structure:**

Introduction:

* Greet the candidate warmly.
* Introduce yourself with your full name and title.
* Ask the candidate how they're doing today to build rapport.

Position Overview:

* Explain the position, including primary objectives and who it reports to.
* Highlight key responsibilities and expectations.

Candidate Background and Experience:

* Ask the candidate about their background in the relevant field.
* Discuss the candidate's previous position's responsibilities and reasons for leaving, if volunteered.

Skill Assessment:

* Describe the company's preferred software; inquire about the candidate's familiarity and proficiency with it.
* Ask the candidate to describe a time they identified an opportunity for growth and seized it; follow up on the importance of professional development.

Team Dynamics and Conflict Resolution:

* Request the candidate to describe how they've reconciled differences within a team; delve into their management style and techniques.

Handling Challenges:

* Discuss how the candidate might respond if a client continually rejected their proposals.
* Explore the candidate's approach to managing multiple projects with close deadlines; ask about their experience with project management programs and strategies.

Candidate Questions:

* Allow time for the candidate to ask questions about the role, team, company culture, or any other inquiries they may have.

Closing the Interview:

* Confirm the candidate's contact information for follow-up.
* Thank the candidate for their time and outline the next steps in the process, including a timeframe for when they can expect a response.

**Post-Interview Actions:**

* Review your notes and evaluate the candidate's interview based on their responses, qualifications, and the job requirements.
* Conduct reference checks if the candidate progresses to the next stage.

**Question Guide:**

* Can you describe a project or accomplishment that you consider to be the most significant in your career?
* How do you prioritize your work when you have multiple projects with similar deadlines?
* Can you discuss a time when you faced a significant challenge at work and how you overcame it?
* How do you stay motivated in your job, especially during challenging times?
* What strategies do you use to work effectively with a team?
* Can you give an example of how you have contributed to creating a positive work environment in the past?
* How do you approach learning new skills or technologies? Can you provide an example?
* What interests you about this role and our organization?
* How do you handle receiving constructive feedback?
* Can you describe a situation where you had to adapt to significant changes at work? How did you manage the transition?
* What are your professional goals for the next five years?
* How do you assess the impact of your work on your team and the broader organization?
* Can you provide an example of a time when you had to deal with a difficult client or customer? How did you handle it?
* What methods do you use to assess and ensure the quality of your work?
* In what ways do you think you can contribute to our organization's diversity, equity, and inclusion efforts?