



**Skills Canada**  
Alberta



**JOB SEARCH GUIDELINES**

**PREPARED BY**  
Skills Canada Alberta  
Provincial Technical Committee  
Job Search

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### SKILLS FOR SUCCESS

In today's rapidly evolving job landscape, the ESDC has identified a set of critical competencies that individuals must possess to thrive and remain competitive. These skills serve as the building blocks of a successful career and are essential for adapting to the ever-changing demands of the job market.



- 1. Adaptability:** The ability to adapt to new situations, technologies, and work environments is crucial. As industries evolve and technologies advance, individuals who can quickly adjust and learn new skills are highly valued.
- 2. Collaboration:** In the modern workplace, collaboration is often essential. The capacity to work effectively with diverse teams, share knowledge, and foster a collective approach to problem-solving is a valuable skill.
- 3. Communication:** Effective communication is the cornerstone of success in any role. This includes not only verbal and written communication but also the ability to listen actively and convey ideas clearly and concisely.
- 4. Creativity and Innovation:** The ability to think creatively and come up with innovative solutions is highly prized.

Innovation is often the driving force behind business growth and staying competitive in the market.

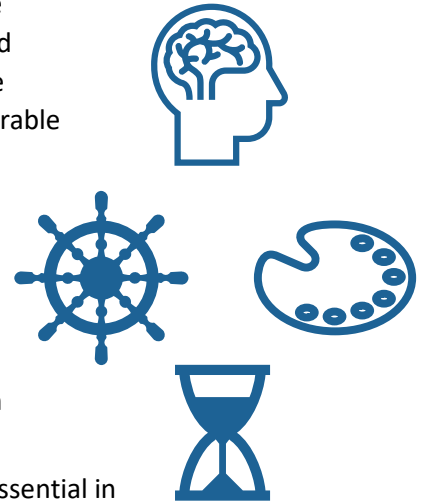
- 5. Digital Literacy:** In an increasingly digital world, being proficient with technology is no longer optional. Digital literacy involves being comfortable with various digital tools and platforms.
- 6. Numeracy:** Numeracy, or numerical literacy, is essential for making informed decisions. Whether it's managing budgets, analyzing data, or understanding statistical information, numeracy is critical.
- 7. Problem-Solving:** The capacity to identify issues, analyze them, and find effective solutions is vital in virtually any profession. Problem-solving skills empower individuals to overcome challenges and drive progress.
- 8. and 9. Reading and Writing:** Strong reading and writing skills are not just confined to traditional literature; they extend to comprehending complex documents, writing reports, and conveying information clearly in various formats.

Recognizing and acknowledging your own skillset is a pivotal aspect of the job-seeking process. Just as a proficient salesperson cannot effectively promote a product without a deep understanding of its features, job seekers find it challenging to market their abilities without a clear comprehension of what they possess. In essence, being able to articulate your competencies is crucial when approaching potential employers. To achieve this, one needs to be well-versed in both their technical skills and their transferable skills.

## TRANSFERABLE SKILLS

Transferable skills, often referred to as soft skills or universal skills, are versatile competencies that can be applied and beneficial in a wide range of job roles and industries. They are not tied to specific tasks or technical knowledge and can be developed through various life experiences. Here are some examples of transferable skills:

1. **Teamwork:** Collaboration is a key skill in many workplaces. Being able to work harmoniously with colleagues, contribute to group projects, and resolve conflicts is highly sought after.
2. **Leadership:** Leadership skills involve guiding and motivating a team, making decisions, and taking responsibility. Leadership is not limited to management roles and can be demonstrated at various levels within an organization.
3. **Time Management:** Efficiently managing time and prioritizing tasks is essential in meeting deadlines and maintaining productivity. This skill is applicable in virtually every job.
4. **Critical Thinking:** Critical thinking involves the ability to evaluate information, identify logical connections, and make informed decisions. It's useful in problem-solving, decision-making, and strategic planning.
5. **Stress Management:** Managing stress and staying composed under pressure is important for maintaining performance and well-being in a high-pressure work environment.
6. **Customer Service:** Skills related to customer service, such as empathy, active listening, and resolving issues, are valuable not only in customer-facing roles but also in internal team interactions.
7. **Negotiation:** The ability to negotiate effectively, whether in salary discussions, contract agreements, or resolving conflicts, is a valuable skill in many professions.
8. **Organizational Skills:** Being organized and efficient in managing tasks, time, and resources contributes to productivity and success in various roles.
9. **Creativity:** Creative thinking is not limited to artistic endeavors; it also involves finding innovative solutions to problems and coming up with new ideas to improve processes.
10. **Analytical Skills:** The capacity to collect and analyze data, make data-driven decisions, and draw insights from information is applicable in a wide range of fields.
11. **Interpersonal Skills:** Building and maintaining positive relationships with colleagues, clients, and superiors is crucial for professional success. Interpersonal skills include empathy, networking, and conflict resolution.
12. **Self-Motivation:** The ability to stay motivated, set goals, and work independently is important in achieving success in various roles, especially those with a high degree of autonomy.



These are just a few examples of transferable skills. It's worth noting that individuals may possess a unique combination of these skills and can further develop and adapt them to specific job requirements. Transferable skills are highly prized by employers because they indicate an individual's capacity to learn, grow, and contribute effectively in a variety of professional contexts.

## WRITING A RESUME

A well-crafted resume is a critical tool in your job search, acting as the primary means by which potential employers form their first impressions of you. It must effectively convey your qualifications, skills, and experiences, with the overarching objective of persuading the employer that you are an ideal fit for the position. To create such a persuasive document, several key elements should be considered.



First and foremost, your resume should exhibit **clarity and readability**. It should be easy to navigate and well-organized, with clear headings, bullet points, and a consistent format. Employ a legible font and maintain a professional, uncluttered layout that ensures a seamless reading experience.

Your **contact information** is another fundamental component. It should encompass your name, phone number, email address, and, if applicable, links to your LinkedIn profile or personal website. Ensure that this information is not only provided but is also up-to-date, as it is essential for potential employers to be able to reach you easily.

A well-crafted **profile statement** serves as a concise introduction, highlighting your career goals, skills, and what you can contribute to the specific job you're pursuing. If used, tailor it to the role you're applying for, thereby demonstrating your genuine interest and alignment with the position.

Your **work experience should be presented in reverse chronological order**, starting with your most recent job. Include the name of the company, your job title, dates of employment, and a comprehensive description of your key responsibilities and achievements. To make a lasting impact, use action verbs to initiate each bullet point, and whenever possible, quantify your accomplishments.

Your **educational background**, detailed with the institution's name, degree earned, major, graduation date, and any relevant honors or awards, should be included to showcase your qualifications.

The **skills section** provides an opportunity to highlight your technical, soft, and transferable skills. Present these in a bulleted list format for ease of reference by employers.

If applicable, consider including any relevant **certifications, courses, or training programs**, which can strengthen your qualifications for the position.

Your **achievements and accomplishments**, such as awards, publications, patents, or significant projects, should be mentioned to demonstrate your expertise and commitment in your field.

To enhance your resume's performance in applicant tracking systems (ATS) and attract the hiring manager's attention, **tailor it** to the specific job by incorporating keywords from the job posting.

Emphasize the relevance of your experiences by focusing on information directly applicable to the job you're applying for while omitting unrelated or outdated experiences.



To **make your accomplishments** more **impactful**, use metrics to quantify them whenever possible.

For instance, stating "Increased sales by 30% in six months" is more compelling than simply saying "Improved sales."

**Customization is crucial**; customize your resume for each job application, emphasizing the skills and experiences that align with the specific job requirements.

Use professional and industry-specific terminology in your resume, while avoiding jargon that may not be universally understood.

Maintaining a flawless resume is vital. Therefore, thoroughly **proofread** your document to eliminate any grammatical and spelling errors, as even a single mistake can leave a negative impression.

**Conciseness** is valued in resumes. Typically, limit your resume to one page for less experienced candidates and expand to two pages for those with more extensive backgrounds. Be selective about the information you include.

Maintaining **honesty** in your resume is of utmost importance. Misrepresenting qualifications or experiences can lead to complications in the hiring process and should be avoided.

For a professional appearance, use quality paper if you are submitting a hard copy. If submitting electronically, save your resume in a universally compatible format, such as **PDF**.

While you can **omit the "References available upon request"** statement to save space, be prepared to provide references when requested, as they are a crucial aspect of the hiring process.

*Remember that a good resume is not a one-size-fits-all document. Tailor it to each job application, highlighting the most relevant information for that specific role. A well-crafted resume will make a strong impression and increase your chances of securing an interview.*

## ACCOMPLISHMENT STATEMENTS IN YOUR RESUME

When it comes to showcasing your achievements on your resume, think of it as telling a success story. This story should focus on three key areas:

### 1. Situation/Obstacle/Challenge:

- What were the circumstances or challenges you faced?
- Were there any tight deadlines or difficult situations you had to deal with?

For instance, think about the "before" part of your story. What was the starting point, and what problems or situations needed to be addressed?

## 2. Action:

- What did you do?
- What skills and abilities did you use to tackle the situation?

In other words, what steps did you take to make a positive change? This is the part of your story where you describe your actions and the skills you put to use.

## 3. Result:

- What happened as a result of your actions?
- What changed?

This is the "after" part of your story. What were the outcomes of your efforts? Did you achieve your goals, and how did it impact the situation or the people involved?

***To craft effective accomplishment statements for your resume, always keep two questions in mind:***

1) How did you impact the organization, client, and/or colleagues in your last role?

- Think about the people or groups that were affected by your actions and how they benefited.

2) What were your greatest contributions while you were there?

- Reflect on the most significant things you accomplished or the positive changes you made.

By answering these questions, you'll be able to create relevant and engaging career stories. Here's a simplified example:



### **SITUATION:**

- Before, no one wanted to take the lead organizing the school's charity event.

### **ACTION:**

- I took the initiative to lead a team and motivate them to participate in the event planning.

### **RESULTS:**

- As a result, we increased the funds raised by 40% and helped more people in need. This also strengthened our school's sense of community.

Initiated and led a team to drive active participation in organizing the school's charity event, resulting in a 40% increase in funds raised, benefiting more people in need, and enhancing the school's sense of community.

### CHRONOLOGICAL RESUME

A chronological resume, also known as a traditional resume, is a format ideal for students who have a relatively straightforward academic and work history. It focuses on showcasing your educational background and any part-time or internship experiences you may have had. It is preferred by employers and highlights your experience in a reverse-chronological order (most to least recent). Here's how a chronological resume for a student might be structured:

- **Contact Information:** Begin with your name, phone number, email address, and if applicable, a LinkedIn profile.
- **Profile Statement:** Consider including a brief profile statement that outlines your career goals and how your education and experiences align with your desired job.
- **Education:** Highlight your academic achievements, including the name of your institution, degree program, major, expected graduation date, and GPA if it's strong. You can also mention any relevant coursework, honors, or academic awards.
- **Relevant Experience:** If you have held part-time jobs, internships, or volunteer positions that are related to your career goals, include them in this section. For each experience, provide the name of the organization, your job title, dates of employment, and a concise description of your responsibilities and achievements.
- **Skills:** List any relevant skills you've acquired through your coursework, projects, or extracurricular activities. This can include technical skills, soft skills, and any certifications or languages you're proficient in.

### FUNCTIONAL RESUME

A functional resume is beneficial for students with limited work experience, those transitioning into a new field, or those who want to emphasize their skills over their work history. Section title focuses on skills and abilities. Here's how a functional resume for a student might be structured:

- **Contact Information:** Begin with your contact details.
- **Profile statement:** Consider including a brief statement summarizing your skills and qualifications and how they align with the job you're seeking.
- **Skills:** Create a prominent section that lists your key skills, both technical and soft skills, and any relevant certifications or qualifications.
- **Education:** Provide details about your education, including the name of your institution, degree program, major, expected graduation date, and GPA if it's noteworthy.
- **Projects and Accomplishments:** Instead of a detailed work history, emphasize your significant projects, academic achievements, and extracurricular activities that demonstrate your skills and qualifications. Include details on your role, the project's impact, and relevant skills used.



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## CHRONO-FUNCTIONAL HYBRID RESUME

A Chrono-Functional Hybrid resume, as the name suggests, combines elements of both functional and chronological formats. This format is particularly useful for students who want to emphasize their skills and accomplishments while still showcasing their limited work experience in a structured manner. Here's how a Chrono-Functional Hybrid resume for a student might be structured:

- **Contact Information:** Start with your name, phone number, email address, and any relevant online profiles.
- **Profile Statement:** Include a brief statement highlighting your career goals and how your education, skills, and experiences align with your desired job.
- **Skills:** Create a skills section that lists your relevant technical and soft skills. Emphasize those that are applicable to the job you're applying for.
- **Education:** Provide details about your academic background, including the name of your institution, degree program, major, expected graduation date, and GPA if it's notable. Mention any relevant coursework, honors, or academic awards.
- **Relevant Experience (Functional Section):** Highlight your most relevant part-time jobs, internships, or volunteer experiences. For each entry, include the organization's name, your job title, dates of employment, and a concise description of your responsibilities and accomplishments. Focus on the experiences that best showcase the skills required for your desired job.
- **Work History (Chronological Section):** Describe any additional work experiences, part-time jobs, or internships in reverse chronological order, starting with the most recent. Include the organization's name, your job title, dates of employment, and a brief summary of your responsibilities.
- **Projects and Accomplishments:** Include a section that highlights significant academic projects, extracurricular activities, and achievements that demonstrate your skills and qualifications. Describe your role in each project, the impact it had, and the skills you used.

Remember that as a student, your resume will evolve over time as you gain more experience and build a stronger work history. You can start with a chronological format and transition to a more functional format if your work history is limited. Ultimately, tailor your resume to match the specific requirements of the job you're applying for and highlight the skills and experiences that best represent your qualifications as a student.

## SKILLS DEVELOPMENT THROUGH INFORMAL EXPERIENCE

While you may not have a traditional work history, you might have actively engaged in a variety of informal activities and experiences that have allowed you to develop valuable skills and competencies. These experiences could include:

- **Working on a School Paper or Yearbook:** Engaging in tasks such as research, editing, writing, and ad sales, which honed my communication, writing, and teamwork skills.
- **Student Internship for a Business:** Gaining insights into the professional world and learning about various aspects of business operations.
- **Serving on Student Government Committees:** Participating in leadership roles that improved my organizational and problem-solving abilities.
- **Babysitting:** Developing strong communication, responsibility, and decision-making skills while caring for children.
- **Coaching Sports or Tutoring Academic Subjects:** Enhancing my leadership, teaching, and communication skills.
- **Recognition for Exceptional Essays, Reports, or Projects:** Winning accolades in events like Skills Canada, e-Spirit, or school contests for my exemplary work.
- **Assisting with Research for a Teacher's Book:** Contributing to research tasks that improved my information-gathering skills.
- **Participation in Photography, Science, or Marketing Projects:** Gaining practical experience and skills in various fields.
- **Promoting Concerts:** Developing marketing and event promotion skills.
- **Assisting in Forming a Band:** Learning about group dynamics, coordination, and promotion.
- **Supporting Community Activities:** Contributing to community initiatives and strengthening my teamwork and leadership abilities.
- **Leadership in Clubs or Camps:** Taking on leadership roles in extracurricular clubs or camp activities, which have improved my leadership and organizational skills.



## SAMPLE RESUME

Maddie Berry  
Edmonton, AB  
780.000.000 | [maddieberry@gmail.com](mailto:maddieberry@gmail.com)

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### PROFILE STATEMENT

Trustworthy babysitter with four years of experience looking after children on weekday evenings, weekends, and during school holidays. Effective at engaging them in an assortment of activities to meet their educational and physical needs, while always maintaining a vigilant eye on their health and safety. Endorsed by both sets of parents as a responsible, caring babysitter who goes out of the way to create a fun, safe, and stimulating environment for their children.

### WORK EXPERIENCE

**THE JOHNS FAMILY (Edmonton, AB)** **2022 – present**

#### Babysitter

- Provide weekday evening childcare for a lively 5-year-old girl, Monday through Thursday from 5-9 pm.
- Engage in 60 minutes of outdoor activities such as hopscotch, jump rope, and more before dinnertime to promote active play.
- Foster a love for reading by exploring a new book every two days and assisting in understanding unfamiliar words.
- Facilitate bedtime preparation by overseeing teeth brushing, face washing, and toilet routines.
- Maintain a tidy household each night, ensuring it's in order for the parents' return.

**THE SMITH FAMILY (Edmonton, AB)** **2021 – 2022**

#### Babysitter

- Provided nurturing care for a 3-year-old girl and a 4-year-old boy during summer and winter breaks.
- Tailored daily lunchboxes with a variety of nutritious and appealing options, accommodating their individual taste preferences.
- Actively monitored and managed sugar consumption, ensuring they enjoyed balanced and healthy snacks.
- Facilitated swimming lessons, assisting in the acquisition of fundamental swimming skills, while ensuring their safety and comfort.
- Organized fun and interactive play dates with the children of family friends to foster social interaction and growth.

### EDUCATION

Jasper Place High School, Edmonton, AB, Expected Graduation 2024

### ADDITIONAL SKILLS

- CPR & First Aid Certified
- Diaper Changing & Potty Training
- Driver's License

## WRITING EFFECTIVE COVER LETTERS



When crafting a compelling cover letter, it's essential to adhere to a structured format that not only conveys your qualifications but also showcases your professionalism and genuine interest in the job.

To begin, **address the recipient formally**, preferably by name if available. When the hiring manager's name is not provided, a generic salutation like "Dear Hiring Manager" or "To Whom It May Concern" suffices. This personalized touch sets the tone for a respectful and engaging introduction.

Your **opening paragraph should be strong and captivating**. Express your enthusiasm for the position right from the start, and briefly mention how you came across the job opportunity, whether through a job posting, a referral, or the company's website. This initial expression of interest is crucial in grabbing the reader's attention and piquing their curiosity, encouraging them to delve further into your letter.

**Customization is key** to making your cover letter stand out. Tailor your content to the specific job and company. Mention the company's name and the job title you're applying for to demonstrate your genuine interest and attention to detail. Showcase your knowledge about the company's values, culture, and goals, revealing that you've invested time in researching them.

The body of your cover letter is where you **elaborate on your qualifications**. Highlight the key skills and experiences that directly relate to the job you're seeking. Provide concrete examples of your achievements and professional background, showcasing how they align with the position's requirements. This is your opportunity to provide evidence of your suitability for the role.

It's essential to **bridge the gap between your qualifications and the employer's needs**. In a well-crafted cover letter, you should explain how your skills and experiences directly meet the company's requirements. Articulate how you can contribute to the company's success, solve its problems, or help achieve its goals. Match your qualifications to the job specifications outlined in the job posting, emphasizing your value as a candidate.

**Enthusiasm is a crucial** element in your cover letter. Throughout the document, reiterate your excitement about the job and the company. Explain why you're motivated to work for them and express what excites you about

the role, the industry, or the company's mission. This enthusiasm can be contagious and may leave a lasting impression on the reader.

In the closing paragraph, you should **issue a call to action** and request an interview. Make it clear that you're eager to discuss your qualifications in more detail. This proactive approach shows your eagerness and willingness to take the next steps in the hiring process.

Before concluding your cover letter, **express gratitude** for the reader's time and consideration. Use a polite and professional closing, such as "Sincerely" or "Best regards," followed by your full name. This closing conveys your respect and professionalism.

After composing your cover letter, thoroughly proofread and edit it for spelling, grammar, and formatting errors. Typos can create a negative impression, so a meticulous review is essential. Consider having someone else review it as well to catch any potential oversights.

## COVER LETTER FORMATTING

When it comes to formatting, maintain professionalism by using a **standard font** like Calibri or Arial. Keep the layout clean and easy to read, ensuring that the document is visually appealing and easy to navigate. Also make sure that the formatting of your cover letter matches your resume – this means same font, same margins, same heading.

Additionally, **conciseness is crucial** in cover letters. They should typically be no longer than one page. Focus on presenting the most pertinent and compelling information, avoiding unnecessary details or lengthy narratives.

If you're submitting your cover letter electronically, save it as a **PDF** (unless the posting says otherwise) to preserve its formatting and ensure it's easily accessible to the recipient.

Finally, remember to follow up after submitting your application. Consider **sending a follow-up** email to express your continued interest in the position, reinforcing your enthusiasm for the role.

In summary, your cover letter should be a personalized and narrative complement to your resume. Each cover letter should be tailored to the specific job and company, and it should build a compelling case for why you are the ideal candidate for the position.

## JOB INTERVIEW TIPS

Job interviews are a critical step in the job search process, where your potential employers get to know you, assess your qualifications, and determine if you're the right fit for their organization. The interview is your opportunity to showcase your skills, experiences, and personality, and to demonstrate how you can contribute to the company's success. It's also your chance to learn more about the role, the company culture, and the team.



1. **Research the Company:** Before the interview, thoroughly research the company, its culture, mission, products or services, and recent news or developments. This knowledge will demonstrate your genuine interest in the organization.
2. **Understand the Job Description:** Familiarize yourself with the job description and requirements. Be ready to discuss how your skills and experiences align with the role.
3. **Practice Answers:** Prepare answers to common interview questions (see below) and rehearse them with a friend or in front of a mirror. This will help you articulate your thoughts clearly.
4. **Dress Appropriately:** Choose professional attire that matches the company's dress code. When in doubt, it's usually better to be slightly overdressed than underdressed.
5. **Arrive on Time:** Aim to arrive at the interview location 10-15 minutes early. Punctuality demonstrates reliability and respect for the interviewer's time.
6. **Bring Necessary Documents:** Bring multiple copies of your resume, a list of references, and any relevant certifications or documents. Organize them neatly in a portfolio or folder.
7. **Ask Questions:** Prepare thoughtful questions to ask the interviewer. This demonstrates your interest and initiative. Avoid asking questions that can easily be answered through research.
8. **Body Language:** Maintain good eye contact, offer a firm handshake, sit up straight, and use positive body language. These non-verbal cues can convey confidence and professionalism.
9. **Be Concise:** Keep your responses focused and concise. Avoid rambling or providing excessive details. Listen to the interviewer's questions carefully, and answer them directly.
10. **Highlight Achievements:** Share specific examples of your accomplishments and how you added value in your previous roles. Use the STAR method (Situation, Task, Action, Result) to structure your answers.
11. **Stay Positive:** Maintain a positive attitude throughout the interview. Even if discussing challenges or past mistakes, emphasize what you learned and how you grew from the experience.
12. **Address Weaknesses Carefully:** If asked about weaknesses, be honest but also discuss how you're actively working on improving in those areas.
13. **Follow Up:** Send a thank-you email to the interviewer within 24 hours of the interview. Express your gratitude and reiterate your interest in the position.

## COMMON INTERVIEW QUESTIONS

### **1. Tell Me About Yourself**

This is usually the first question. Keep your response concise, focusing on your professional background, key accomplishments, and how they relate to the job.

### **2. Why Do You Want to Work Here?**

Discuss what attracted you to the company, its culture, and how your values align with its mission and goals.

### **3. What Are Your Strengths and Weaknesses?**

Highlight a few of your strengths that are relevant to the job. For weaknesses, mention one or two, but emphasize how you're actively addressing them.

### **4. Can You Describe a Challenging Situation You Faced at Work? How Did You Handle It?**

Use the STAR method to describe a specific situation, the actions you took, and the positive results that came from your efforts.

### **5. Where Do You See Yourself in Five Years?**

Discuss your career goals and how they align with the company's growth and development.

### **6. Why Should We Hire You?**

Highlight your qualifications, relevant skills, and what makes you uniquely suited for the role. Back your claims with specific examples.

### **7. Tell Me About a Time When You Worked in a Team.**

Use a specific example to demonstrate your teamwork skills and your ability to collaborate effectively.

### **8. How Do You Handle Stress or Pressure?**

Describe a situation where you successfully managed stress or pressure. Discuss your coping strategies and the outcome.

### **9. Do You Have Any Questions for Us?**

Prepare insightful questions that show your genuine interest in the company and the role. Ask about the team, company culture, or future projects.

Remember that each interview is unique, and the questions may vary. Adapt your responses to the specific job and company, and practice to build confidence. Don't forget to use the STAR format for behavioural-descriptive interview questions.

## BDI QUESTIONS AND STAR FORMULA

BDI questions and the STAR formula are interview techniques used to assess a candidate's behavioral competencies and past experiences. Let's take a closer look at each of them.

### BDI QUESTIONS (BEHAVIORAL DESCRIPTIVE INTERVIEW QUESTIONS)

Behavioral Descriptive Interview (BDI) questions are a type of interview question that focuses on a candidate's past behaviors and experiences to predict future performance. These questions are designed to uncover specific examples from a candidate's work history, which help the interviewer assess their suitability for a job. BDI questions often start with phrases like:

- "Tell me about a time when..."
- "Give me an example of..."
- "Describe a situation where..."

The goal of BDI questions is to understand how a candidate has handled various work-related situations in the past. By asking for concrete examples, interviewers can gain insights into a candidate's problem-solving skills, communication, teamwork, and other important competencies.

### STAR FORMULA

The STAR formula is a structured approach used by candidates to respond effectively to BDI questions. STAR stands for:



1. **Situation:** Describe the context or situation you were in. Set the stage for the story you are about to tell.
2. **Task:** Explain the specific task or challenge you faced in that situation. What were you trying to accomplish, and what was your role?
3. **Action:** Detail the actions you took to address the situation or task. Describe the steps you followed and the decisions you made. Be sure to emphasize your role and contributions.
4. **Result:** Conclude your response by discussing the positive outcome or results of your actions. Explain how your actions benefited the company, team, or project. Quantify the impact whenever possible.





Using the STAR formula helps you structure your responses to BDI questions in a clear and organized manner, ensuring that you provide a complete and compelling answer. Here's an example of how the STAR formula can be applied to a BDI question:

Interviewer: "Tell me about a time when you had to handle a difficult team member."

Candidate (using STAR):

**Situation:** In my previous role as a project manager, we were working on a high-stakes project with a tight deadline.

**Task:** I was responsible for ensuring that all team members collaborated effectively and met their deadlines. One team member, however, consistently missed deadlines and caused tension within the team.

**Action:** To address this issue, I initiated a one-on-one meeting with the team member. I asked about their challenges, listened to their concerns, and identified areas where they needed additional support. Then, I worked with them to create a realistic timeline and provided guidance and resources to help them meet their tasks on time.

**Result:** As a result of these actions, the team member's performance improved significantly. They began to meet their deadlines, and the team's overall morale improved. We successfully completed the project on time, and I learned the importance of open communication and problem-solving in managing team dynamics.

## POST-INTERVIEW TIPS

Post-interview etiquette is crucial to leaving a positive impression on potential employers. Here are some post-interview tips to follow:

1. **Send a Thank-You Email:** Within 24 hours of the interview, send a personalized thank-you email to each person you met. Express your gratitude for the opportunity to interview and reiterate your interest in the position.
2. **Reiterate Your Interest:** In your thank-you email, mention why you're excited about the role and the company. This is another chance to express your enthusiasm.
3. **Highlight Key Points:** If there was an important topic or qualification that you feel you didn't address adequately during the interview, you can use the thank-you email to clarify or emphasize it.
4. **Keep it Concise and Professional:** Keep your thank-you email brief and professional. Avoid going into too much detail; the purpose is to express appreciation and reiterate your interest.
5. **Follow Up on Promised Actions:** If you committed to providing additional information or references during the interview, be sure to follow through promptly.
6. **Stay Patient:** After sending the thank-you email, it's common to experience some waiting time while the employer makes their decision. Be patient, and avoid contacting them excessively.
7. **Notify References:** If you mentioned specific references during the interview, let them know you've completed the interview and may be contacted.
8. **Reflect on the Interview:** Take some time to reflect on the interview. Think about what went well and what areas you could improve upon for future interviews.
9. **Continue the Job Search:** Don't put all your hopes in one job interview. Continue your job search and keep applying to other positions until you have a confirmed offer.
10. **Stay Prepared:** Even if the interview went well, it's essential to be prepared for the possibility of additional interviews or follow-up questions.
11. **Learn from the Experience:** Whether you receive a job offer or not, use the interview as a learning experience. Consider how you can improve your interview performance in the future.
12. **Consider Feedback (if provided):** If you receive feedback from the interview, use it as constructive guidance for future interviews. Appreciate the opportunity to grow and develop.

Remember that the post-interview period is an important part of the overall job interview process. Your professionalism and courtesy during this time can impact the employer's perception of you, regardless of the final hiring decision.

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