

During the interview process, you will have the opportunity to demonstrate and expand upon the skills and experiences listed in your application, cover letter and resume to showcase why you are the best person for the job. You will also have the chance to ask questions about the position and learn more about the job requirements. Review the [OPS Interview Tips page](#) for more information.



Before the Interview

Research the ministry that has invited you for an interview to enable you to ask questions about how your role will contribute to the ministry's goals.

Review the job ad and any additional materials provided by the manager to learn more about the duties and skills required for the job.

Prepare a brief summary of who you are, what you've done, and how that makes you the ideal candidate for the position. This can be a collection of work experience, education/training, skills and relevant areas of strength.

Think of examples from your school, work, or volunteer experiences where you have demonstrated the skills required for the position as listed on the job ad.

Describe your experiences using the **STAR** method:

S What was the Situation?
Detail the background. Provide a context. When? Where?

T What was your Task?
Detail the challenge and expectations. What was the task that needed to be completed? Why?

A What was the Action you took?
Expand on your actions and strategy. What did you do? How?

R What was the Result and what did you learn from the experience?
Explain the end result. What did you accomplish? Did you receive recognition? Try to quantify it.





The Interview

Arrive early. Introduce yourself, shake hands and make eye contact with all interviewers on the panel.

Describe your experiences using the STAR method.

Be sure to emphasize your individual contributions when referring to examples where you worked in a team or group.

Ask questions at the end of the interview. Prepare questions that will allow you to demonstrate that you've done your research and are interested in the position.

Bring a list of professional references from your work, volunteer experiences or school.



After the Interview

Follow-up with the interviewer to reinforce your interest in the position and express gratitude for the interview experience.

Use the interview as a **learning** experience: ask for feedback on your strengths and weaknesses so you can improve on your skills in future interviews.

Sample Interview Questions

Below are some examples of questions you may be asked in an SEO interview. Be sure to use the STAR method described above when providing examples of your past experiences. Practice saying your answers out loud so that you are comfortable with the material and subject matter you will be discussing in the interview.

General Questions are broad questions about your overall skills and work or volunteer experiences. Your answers to these questions will be assessed based on how well you can show that you understand the position and your ability to demonstrate how your qualifications match the job requirements. **Examples:**

“Tell me about yourself”

“Briefly describe why you are interested in this position and what skills and experiences you possess that make you an ideal candidate?”

“What was a time you exercised leadership?”

“Why do you want to work in the Ontario Public Service and what interests you about this ministry?”

Tip: Be brief, and focus on how you ‘fit’ into the position. This is your chance to show how your past experiences have prepared you for this role. Don’t forget, you may also use volunteer/ extra-curricular activity examples.

Technical or Job Specific Questions are questions aimed to assess your technical expertise and knowledge of specific programs, policies or procedures related to the work of the position.

Examples:

“What software programs do you have experience with? Give an example of how you have used the software to present information clearly and effectively.”



“Provide an example from your school or work experience of how you have applied a policy in a practical way.”

“Give an example of where you have applied your technical knowledge in a practical way.”

Tip: Have a clear understanding of the job that you are applying for and its daily tasks. This way, you will be prepared to expand on your experiences and how they will impact your future results.

Situational or Scenario-Based Questions present you with a hypothetical scenario that you may be faced with on the job to evaluate your ability to respond in complex situations. These questions tend to assess analytical and problem solving skills and the ability to handle daily tasks effectively.

Examples:

“What would you do in a situation where others you were working with on a project disagreed with your ideas? What problem-solving techniques would you use to resolve the issue?”

“If a courier delivered an urgent or confidential package to your office and your supervisor was not around, how would you deal with the matter?”

Tip: These types of questions will be structured to assess your abilities in job-related tasks and skills. For example, the question regarding a courier is used to gauge your ability to manage confidential information and high pressure situations. You may recall similar instances that you have encountered, and draw from those experiences in answering the questions.

Behavioural-Based Questions aim at drawing on your previous experience and behaviours to provide examples of how you have demonstrated certain skills.

Examples:

“Describe a time where you were faced with a customer who was not happy with a product or service that you provided. How did you manage the situation and what was the result?”

“Provide an example of a time you missed an important deadline. What were the circumstances? How did you handle it? What was the outcome?”

“Describe a time when you used good judgment and logic in solving a problem.”

Tip: Be prepared to discuss difficult situations and problems you have faced. These are the most commonly used questions within the Ontario Public Service and are used to assess how you do your work, not just what you do.

Note: The sample questions provide a general idea of the types of questions that could be asked in a summer student interview. Following these tips and examples does not guarantee your success in the hiring process.

