

TIPS FOR A JOB INTERVIEW

Prepping for a job interview in mental health or substance use health? Here are some insider tips from The Royal's human resources team.

Before the interview:

Do your homework: research the industry, the organization, and the desired position.

Prepare and practice a 20-30 second "elevator pitch" to introduce yourself. It should include relevant work/volunteer experience, skills, abilities and accomplishments and 3-5 key selling points. What makes you the best candidate for the position?

Practice with a friend or colleague. Ask them to interview you and help select the best examples of your work experience to mention in the interview. Rehearse answers to common interview questions, especially competency- and behavior-based questions. For example: "Tell us about a time when you made an unpopular decision." Use the STAR method (Situation, Task, Action, Result) when responding.

Prepare questions to ask the interviewer and print copies of your resume.

At the interview:

Plan your schedule, transportation and commuting time to ensure you arrive 5-10 minutes early.

Make sure your phone is turned off.

Give a firm handshake, but only if a hand is extended to you first.

Answer questions honestly. Do not exaggerate your interest, experience or qualifications. Be as specific as possible and ensure you answer the question you are asked.

Avoid speaking negatively about your current or former colleagues, managers, or organizations.

Illustrate your "selling points" with real examples. How would you be an asset to the organization?

If you do not understand a question, ask for clarification.

Allow the interviewer to end the meeting on time. Do not overshare or overstay. Don't forget to express your appreciation for the interviewer's time and the opportunity to meet.

Send a thank-you note afterwards. Personalize your note by referring to points that were discussed during the interview.

Common interview questions

Tell me about yourself.

Why are you suitable for this job? What makes you a good fit for this position?

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Why do you want to work here? Why did you apply to this position?

Why do you want to leave your current position/organization?

Why did you leave your last job?

Why is there a gap in your employment?

Where do you see yourself in 3–5 years? What are your career aspirations?

What are your greatest strengths and weaknesses related to this position?

How do you deal with pressure or stressful situations?

What do you consider your biggest professional achievement?

How would your managers and coworkers describe you?

Tell us about a challenge or conflict you have faced at work, and how you dealt with it.

Tell us about a time you demonstrated leadership skills.

Tell us about a time you disagreed with a decision that was made at work.

Tell me about a time you made a mistake. How did you handle it?

When you are balancing multiple projects/tasks, how do you keep yourself organized?

Tell us about a time you went above and beyond.

What are your thoughts on equity, diversity and inclusion, especially in the context of mental health and care?

What are your salary expectations?

Is there anything else you would like us to know? What should I know that is not on your resume?

Do you have any questions for us?

Questions to ask at the interview

What does the ideal candidate for this position look like?

Could you explain some of the day-to-day responsibilities of this position? Can you tell me more about the team/clients I would be working with/for?

What are the challenges currently faced by the position/team/organization?

Why is this position vacant/open? Is this a new role?

What are the next steps in the recruitment process? When do you plan to make a decision?

What do you think is the best thing about working here?

What does the training or onboarding process include?

How does this organization demonstrate its commitment to equity, diversity and inclusion?