

The Internship/Job Interview

Don't become anxious that you may lack professional or relevant experience when interviewing for that first internship or job. You can still shine! Focus on your competencies (also referred to as behaviors) rather than on actual task experience.

Based on the premise that past performance is the best predictor of future performance, you will be asked to provide specific examples of when you have previously demonstrated the required competency Use the **STAR** Method to structure your answers:

- Describe the specific **S**ituation or problem
- Detail the **T**asks involved and the **A**ctions you took
- Describe the **R**esults of these actions

The five most commonly explored competencies in the interview

1.) Learn and apply new information and skills: this competency involves assimilating and applying new data or tasks as quickly as possible. The motivation to learn and the resourcefulness used in acquiring new knowledge are explored.

"Give an example of when you were able to learn something complex in a relatively short period of time."

Examples of possible situations that can be referred to include undertaking a new project, a difficult assignment, and learning a new skill.

2.) Initiative: involves the ability to be proactive, generate new ideas, come up with solutions and take on new opportunities.

"Describe a time you have had to meet a major challenge."

Possible situations include your course requirements, your extracurricular activities, and sports participation

3.) Problem analysis and Problem-solving: involves the ability to gather, organize and analyze relevant data using different resources and use this to find an appropriate solution.

"Describe a situation where your initial approach failed and you had to try something different to meet your result."

Situations include undertaking projects and assignments, reaching goals and objectives in work, sport, and extracurricular activities

4.) Planning and Organizing: refers to the ability to plan ahead, set priorities and manage time and resources to achieve outcomes.

"What goals have you set for yourself, what steps have you taken to stay on track?"

5.) Teamwork: be able to work effectively as part of a team or group to reach desired outcomes.

"Describe a group project you achieved successfully, what was your contribution?"

Possible situations include group assignments or projects, team sporting activities and community work.