

THE INTERVIEW QUESTIONS AND ANSWERS

- ❑ Before you present, wait until the interviewer asks you to proceed
- ❑ Listen carefully and respond succinctly and articulately
- ❑ Never answer a question you don't understand, seek clarification first
- ❑ Don't worry about pausing before you answer
- ❑ Use proper grammar and articulate your thoughts clearly
- ❑ Be ready to answer behavioural, technical and situational types of questions
- ❑ Focus on your achievements relevant to your position
- ❑ Try to relate your answers to working for Sudbury Catholic Schools
- ❑ Respond fully to all parts of each question

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PREPARING FOR A JOB INTERVIEW



RESUME/COVER LETTER TIPS

- ☐ Draw attention to your important achievements
- ☐ Use action words
- ☐ Be clear, concise, specific
- ☐ Keep your cover letter brief, a maximum of one page
- ☐ Ensure all of your qualifications are included
- ☐ Provide examples that demonstrate your skills
- ☐ Explain why the position and working for Sudbury Catholic Schools interests you
- ☐ Display your familiarity with Sudbury Catholic Schools and why you would be a valuable addition to the team
- ☐ Ensure that there are no spelling or grammar errors
- ☐ Ask someone to proof read your document

INTERVIEW PREPARATION

- ☐ Review the specific job posting and job description, available from Human Resources Services. Be prepared to provide examples of relevant skills and attributes
- ☐ Become familiar with the Sudbury Catholic District School Board's vision, mission and priorities
- ☐ Familiarize yourself with Ministry of Education resources and priorities, as applicable
- ☐ Be prepared to speak to your experiences that relate to the position. Highlight both what your role was and what you have learned from your experiences
- ☐ Rehearse a few questions
- ☐ Have professional references ready
- ☐ Plan to arrive 10 minutes before your scheduled interview

INTERVIEW PREPARATION

Appearance

- ☐ Neat, presentable and professional
- ☐ Overdress versus being too casual
- ☐ Be aware of scent sensitivities

Body Language

- ☐ Smile
- ☐ Maintain eye contact, connecting with all individuals on the interview panel
- ☐ Be aware of posture, composure, body movements
- ☐ Avoid distracting activities such as chewing gum or mints
- ☐ Put all electronic devices on silent

