**Note: These questions are provided as sample questions for the Hiring Managers consideration. Hiring Managers are encouraged to add any position specific questions that are appropriate. Additional questions for consideration are listed at the end of this document.**

**Candidate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Welcome, intros, process overview.**

**Overview of the structure of the division, the team and the current needs for a student role.**

| **CRITERIA:** | **QUESTION** | **LOOKING FOR:** | | **NOTES** | | **WEIGHT**  **x 0,1,2, or 3** | | **SCORE** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Motivation and experience | Please take a couple of minutes to tell us about yourself and explain what it was that intrigued you to apply for this position. | * Evidence of genuine interest in position * Evidence of being engaged in a relevant post-secondary area of study * Prior relevant work experience * Recognition of requirements of the job * Motivation for applying. | |  | | **3** | | **/9** | |
| Problem-solving; orienting one’s self to a new environment; familiarizing with new tasks and processes; time management; organization; team behaviours | Have you ever had a time either at work or at school where you realized you were unable to follow through on a deadline or a commitment that you had made?  How did you handle that? (or, how would you handle that?) | * Project planning strategies or discipline in dealing with multiple demands. * Proactive monitoring of commitments and deadlines; awareness for importance to communicate to those who would be affected * Ability to set own priorities. * Early warning that deadline will not be met. * Negotiation of new deadline. | |  | | **2** | | **/6** | |
| Problem-solving; orienting one’s self to a new environment; familiarizing with new tasks and processes; time management; organization; team behaviours | Tell me about when you have started a new job in the past and how you went about getting familiarized with your new role, the tools and processes you would be involved with and the overall office ‘norms’ in your new environment. | | * Effective analytical, problem solving skills. * Makes use of resources at their disposal (team members, supervisor, existing documentation). * Use of a buddy; asking questions; seeking clarification; referring to operating manuals; etc. * Observation |  | **3** | | | **/9** | |
| Ability to work confidentially with sensitive/private information | Have you ever had the experience where someone either at your place of work or in your class, asked you about information that you had access to but that was confidential. How did you respond (or, how would you respond?) | | * Understands professional boundaries * Ability to ascertain if/when it’s appropriate to flag a concern with their office buddy and/or the Director * Ability to communicate in a neutral and professional manner * Does not breach confidentiality (e.g. does not share information with classmates, friends, family or other workers outside of dept) * May have an awareness of provincial privacy laws that affect the workplace |  | **3** | | | **/9** | |
| Motivation | What subjects do you enjoy the most in your program? Why? Which do you like the least? Why?  Tell me about an achievement you are most proud of either from an academic standpoint or from a work experience. | | * Strives to achieve business or individual goals. * Demonstrates innovation, creativity and risk-taking. * Self-awareness of strengths, gaps, internal motivations |  | **2** | | | **/6** | |
| Commitment to equity, diversity and inclusion | One of the commitments in Fleming’s new strategic plan is to ensure Fleming College is a welcoming place for all. What do you think is important to consider so that we are a welcoming place for everybody?  What specifically have you done, or will you do to foster equity, diversity and inclusion? | | * Demonstrated commitment to equity, diversity and inclusion * Positive attitude * Fosters a sense of diversity in the workplace * Open to and curious about learning from others that are different than themselves * Awareness of local Indigenous community * Connection * Awareness of Fleming College involvement |  | **3** | | | **/9** | |
| Position Specific Requirement | Position Specific Question | | * Looking For |  |  | | |  | |
| Position Specific Requirement | Position Specific Question | | * Looking For |  |  | | |  | |
| Position Specific Requirement | Position Specific Question | | * Looking For |  |  | | |  | |
| Position Specific Requirement | Position Specific Question | | * Looking For |  |  | | |  | |
| **\*\*\*END OF INTERVIEW\*\*\*** | | | | **INTERVIEW SCORE** | | **/ 48** | | |
| * Strong communication skills (verbal and written) | No Question: Assess through written submissions (resume, cover letter, tests) and interview | | * + explains concepts and ideas well   + uses minimal jargon   + professional mannerism   + appropriate spelling and grammar   + appropriate tone |  | | **Comm: 3 x** | **/9** | |
| ***Closing***  **This is the end of our questions. Is there anything else you wish to add that we may not have covered in our questions? Do you have any questions for us?**   * **NEXT STEPS** – references; start date; schedule; $14.41/hr + 4% vp; all candidates will be contacted to advise of their status in the competition | | | | **TOTAL SCORE** | | **/57** | | |

**Additional questions for consideration:**

1. Walk us through the education and career decisions that you’ve made.  Why did you make the choices that you did?
2. Describe a situation where you went above and beyond what was required.
3. Give me an example of a challenging project that you were involved with at school or work.  What was your role?  Walk us through the process of completing the project.
4. What do you do when things don’t turn out as well as you thought?
5. How do you ensure that all ideas are heard when working on a team with diverse characteristics?  Was the team successful?  Why or why not?
6. Describe how you go about building relationships with new contacts (new coworkers, new classmates etc.)
7. Describe how you have handled conflict with co-worker or classmate in the past?
8. Tell me about a time when you handled a dispute with a customer?