



Know your Résumé

It is as important to be familiar with your résumé highlights that link your experience and education and the requirements of the job for which you are being interviewed.

Each time you apply for a position you should review your résumé to ensure it reflects the qualifications that the position requires and the information that is previewed in your cover letter.

Be familiar and review the information that is key to the position - drawing on some examples that you may use for behavioural questions.

Be on Time/ Pre-interview forms

It is a good idea to do a test run before your interview day if you are not familiar with the interview location. Give yourself at least 10 minutes before the scheduled interview time to review two forms we require:

1. Pre- interview forms ask you the following questions:

- Are you legally eligible to work in Canada?
- Have you ever been convicted of a criminal offence for which a pardon has not been granted?
- Have you ever worked for the Town of Oakville?
- Do you have a relation employed by the Town of Oakville?

2. Also you are asked to sign off on an authorization to check references.

Both forms are to be read and signed off acknowledging your understanding of the contents and consequences of making a false statement. Usually we do not require all the reference information at this point, however if you are on the short list of candidates after your interview be prepared to discuss your references at that time and have the referees' contact information available.

Interview etiquette, some points to remember:

- When you are invited to the interview get the correct spelling of the name of each of the panel members so you can email or write a "thank you".
- Make eye contact and smile when you meet each panel member.
- Look at the panelist who asks the question when you are responding. You may briefly glance at the other panelists to include them in the answer but your main connection is to the person asking the question.
- Listen carefully to the introduction to the process as these are guidelines as to how the interview time will flow.
- If you are unclear on what the question is asking, ask the panelist to repeat or explain.
- Behavioural questions usually take longer to answer so stick to answering what has been asked. If the panel wants more information they will let you know.
- When the interview is over thank the panelists.