

**DEVELOPMENTAL SERVICES  
HUMAN RESOURCE STRATEGY**

*Enhancing the lives of the people we support*

**INTERVIEW PREPARATION GUIDE**

**NOVEMBER 2010**

# PREPARING FOR YOUR INTERVIEW

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## Overview

Recruiting and selecting the right people for the right roles can mean the difference between success and failure. The importance of making the right selection decision has never been greater. As a result, our agency has chosen to use a behaviour-based selection technique known as the Behaviour-Based Interview (BBI). This guide is designed to help you prepare for the interview. It outlines:

- How a BBI is conducted
  - What you can expect with regard to the process, and
  - How to prepare for your interview
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## What is a behaviour-based interviewing?

Behaviour-based interviewing is an interview technique that is based on the premise that what you've done in the past is the best predictor of what you're likely to do in the future. As a result, the process involves you, as the interviewee, sharing specific situations from your recent career experience (ideally within the last two years) that demonstrate behaviours in line with specific competencies that are required for success in the role for which you are being interviewed.

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## The interview process

There are two key parts to the interview:

- The first part will focus on your **career history** – the interviewer will ask you about the positions you've held, your responsibilities, key skills required, etc.
  - The second part is the **behaviour-based component**. This will take up the bulk of the interview. The interviewer will begin this part by asking you to recall a recent situation that relates to a particular competency required for success in the role for which you are being interviewed. When thinking of an appropriate story, remember that the interviewer is looking to understand your behaviour, so in selecting a story, choose one in which you were very much involved. Focus on what you did, said, thought, and felt in the situation as this information will help the interviewer to understand the intent behind your behaviours. The interviewer will ask you clarifying questions along the way to get a clear understanding of your role in the situation and the details.
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## SITUATION OVERVIEW

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Use the following table to capture the context of the situation, the actions you took, and the results or outcome.

<p><b>Context</b> – a 2-3 sentence overview of the situation and what led up to it:</p>
<p><b>Actions</b> – the actions you took in the situation:</p>
<p><b>Results</b> – how the situation ended (the outcome) and what was accomplished:</p>

