

City of Mississauga Candidate Interview Checklist

The City of Mississauga is a dynamic place to work; we have a culture that is engaging, vibrant, optimistic, collaborative, and effective. We live by our core values of trust, quality and excellence.

When you join the City of Mississauga, you will be one of approximately 7,000 employees working to service our diverse workforce and community. We strive to be a; safe, accessible, inclusive, equitable and respectful workplace that is reflective of the diverse community we serve. We have set a focus to eliminate systemic barriers and to apply an equity lens on our operations and employee experience.

To support with your upcoming interview, please see below an essentials checklist that outlines great tips when preparing for or participating in an interview.

Preparing for the Interview

Accommodation

- The City of Mississauga is an equal opportunity employer and it is important to our organization that we support our candidates when requesting an accommodation.
- To further your success within the recruitment process, please contact your Recruitment Specialist for any accommodations that will help you succeed.
- Please see below some commonly requested accommodations:
 - Physical Access- e.g. stair free access, elevator, accessible washroom, doors with push buttons
 - Adjusted lighting- e.g. natural light, no fluorescent overhead lights, well-lit interview area
 - Timing- e.g. additional time to complete written assignments or tests
 - Sign Language Interpreter
 - Large print text
 - Request for theme of the interview questions

Expect More Than One Interviewer

- A hiring manager will contact you via email to inform you of the location, format, and length of the interview.
- Expect between two and three people who will be completing the job interview.
- Don't be concerned if the interviewers are not making much eye contact or are quiet during the interview, as they will be making notes on your answers while you speak.

Think About How You Will Demonstrate Your Best Self

- Prior to your interview and depending on the job, you may receive some or all of the interview questions via email.
- Think about how your experience, strengths and skills support this job. Look carefully at the job posting as the interview questions are based on it.
- A **Competency** is a behavior that you demonstrate in a job.
- The City of Mississauga uses a competency-based approach throughout the hiring process.
- Please see click here [Core Competencies](#) to view the City's four Core Competencies.
- The City will ask behavioural and/or job knowledge questions surrounding these behaviours.
- To prepare for the interview, write out a few examples that display your skills and qualifications for the job. You may want to try even practicing your answers to commonly asked interview questions found online

Test Your Technology

- Your interview might be a virtual or in person interview. Your interview confirmation email will let you know which format the interview will be.
- You may be need to download the software WebEx prior to your interview to allow access your interview link.
- Please see the following link on how to join a Webex meeting:
<https://help.webex.com/en-us/article/nrbgeodb/Join-a-Webex-Meeting>
- Try a test run on your device to make sure audio and video are working and give yourself at least 15 minutes prior to the interview to ensure your.

During the Interview

Describe Your Individual Accomplishments

- When referring to job experiences be sure to talk about your accomplishments and if it enhanced your job development.

Structure Your Answers for the Best Results

- You will need to answer behavioural-based questions where you are asked how you would handle certain situations or how you met certain challenges.
- A technique to use for answering these types of questions is called **S.T.A.R.**, this helps you describe your past experience in terms of the:

Situation- Describe the situation or task that you needed to accomplish.

Task- What goal were you working towards?

Action- Provide detail steps of the actions you took to address the situation.

Result- Discuss the outcome that occurred based on your actions and whether the goal was met or what you learned from this situation.

Think Beyond Work Experience

- Think about your previous experiences that weren't related to a job. For example, you may have shown leadership through coaching a team, or superior customer service by assisting a neighbour. Be sure to identify what those experiences taught you and how did they shape you as a person.

Don't Forget to Ask

- Prepare a small list of questions you wish to ask the interview panel at the end of the interview to clarify any questions you have about the job or hiring process.

After the Interview

- After the interview, the hiring team will evaluate your answers to determine your total score.
- The hiring team will review all candidates' assessment including interview notes to make their decision on the successful candidate.
- When asked to the reference stage, you will need to complete a Consent to Contact Reference form and someone internally will contact your references.
- If you are the successful candidate, the Human Resources Recruiter will contact you to make a verbal offer and then provide you with an offer letter.
- For those who participated in the interview but were unsuccessful they will notify you via phone, face to face or email of the hiring decision.

- Whether you were successful or not, your interview should be a learning experience. Develop responses to these previously asked questions to prepare more for similar questions next time.
- You may also request feedback from the hiring team, to request this feedback please contact the Recruitment Specialist for that job position.