

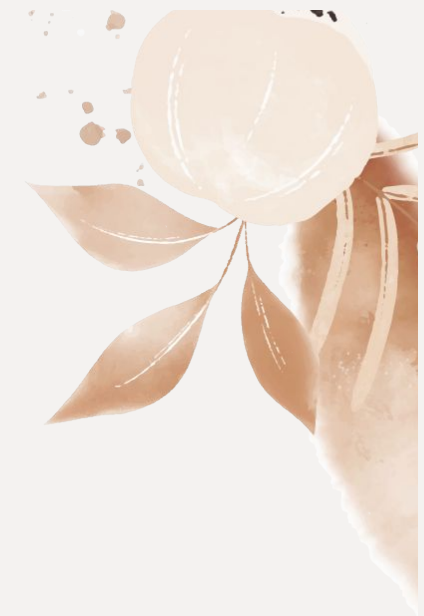
The background features decorative watercolor-style illustrations of flowers and leaves in the corners. Top-left: Yellow and pink flowers with green leaves. Top-right: A large pink circular flower. Bottom-left: A cluster of red flowers. Bottom-right: Yellow and pink flowers with green leaves.

INTERVIEW SKILLS WORKSHOP

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March 6, 2024

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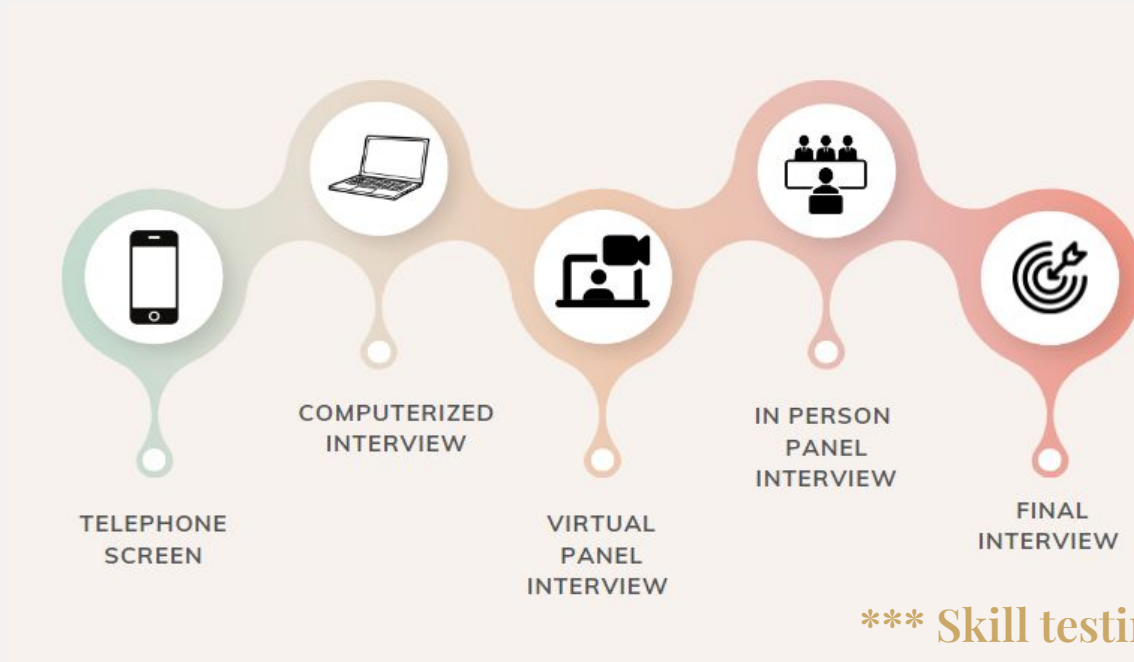
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Role Play and
Debrief
Question & Answers

Recap of Resume Workshop & Check List



Stages in the Interview Process



*** Skill testing can occur
(typically in early stages of process)



Preparing for Pre-Interview Screening

- Be prepared to speak about your qualifications in a brief manner
- Know why you are interested in the organization and role
- Ensure you can explain how you meet each of the key qualifications of the role
- Research about the organization and know what the mission, vision and values are
- Be prepared to explain any gaps in your resume
- Practice your “elevator speech”
- Even when there is no system, a recruiter may have a skills checklist they are looking for to short list candidates

*** **may be virtual instead of just over the phone**



Preparing for an In-person Interview

- May be virtual or in person
- Ensure that your technology is working and test your audio and video before hand
- Familiarize yourself with zoom/teams, major platforms that companies use to conduct online interviews
- First impression is a lasting impression
- Have a copy of your resume and copies of any relevant documentation (published articles etc)
- Have a bottle of water and notepad and pen to write down any notes (although you may not be able to take any notes with you after the interview)
- Prepare responses in advances for typical interview questions (what makes you the best candidate for this job)
- Use the STAR method to help you answer behavioural questions
- Make sure you have some questions to ask the interviewer, this shows that you are interested in the job!

Preparing for an In-person Interview

S

SITUATION

Describe the situation.

T

TASK

What was your task in this situation?

A

ACTION

What was the action you did?

R

RESULTS

What were the results?

T

TAKE-AWAYS

What did you learn?



RESOURCES

Understand more about the company before the interview

- <https://www.glassdoor.ca/index.htm>
- <https://ca.indeed.com/>
- <https://www.linkedin.com/>

Be prepared! Practise interview questions to gain confidence

- <https://hbr.org/2021/11/10-common-job-interview-questions-and-how-to-answer-them>
- <https://www.themuse.com/advice/interview-questions-and-answers>
- <https://business.linkedin.com/talent-solutions/resources/interviewing-talent>



Key Points to Remember

- Ensure that you answer each question completely.
- Have examples of typical scenarios (organization, teamwork, conflict resolution, time management etc)
- Also have examples of technical skill specific to the role (lesson planning, analyzing and gathering research, info technology
- Watch the panel or interviewer's body language (ex if they stop writing it may mean you are talking excessively
- If you don't have the experience, talk about what you "would" do
- Volunteer experience is relevant !
- Ensure that your voice message is updated with your name and phone number for ease of contact



Role Play



The slide features decorative watercolor-style floral illustrations in the corners. Top right: a branch with yellow-orange leaves and a flower. Bottom left: a pink flower with yellow leaves. Bottom right: a red flower. Top left: a soft, textured orange cloud-like shape.

Feedback From Role Play

- What did the candidate do well?
- What could have been done differently?

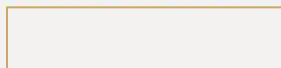
Important!



Pray for Yourself



**Recite the Prayer of
Prophet Moses (as)
before an interview**



**Write to
Huzoor e Anwar^{aba}**



**Give Sadqa and
Participate in Tehrik
Jadid and Waqf Jadid**

The image features a light cream background with watercolor-style floral illustrations in the corners. The top-left corner shows a branch with several pointed, brownish-gold leaves. The bottom-left corner has a circular, layered pink flower. The bottom-right corner features a cluster of long, thin, golden-brown leaves and a pink flower. The text is centered in a large, elegant, brown serif font.

Questions with Expert Panel

The slide features a light cream background with watercolor-style floral illustrations in the corners. The top-left corner shows a branch with several pointed, brownish-orange leaves. The bottom-left corner has a circular, layered pink and red flower. The bottom-right corner features a cluster of long, thin, golden-brown leaves and a pink flower with concentric circular layers. The text "Closing Remarks" is centered in a large, elegant, golden-brown serif font.

Closing Remarks