

## Tips for Behavioural Interviewing

### BC Assessment's interview format:

- BC Assessment uses competency-based behavioural questions as a means for assessment in all of our interviews, for each level within the organization. Specific competencies are selected from the job description for each respective role, and then questions are designed around these different competencies. Because we are assessing specific competencies (e.g. service orientation), questions will be tailored to give you an opportunity to provide an example of a time when you demonstrated this competency.
- BC Assessment aims to be efficient and cost-effective throughout the interview process and utilizes WebEx interviews frequently in order to support our geographically dispersed organization and accommodate out-of-town candidates. WebEx interviews are as effective as in-person interviews and we consider all candidates involved in the process to be on par regardless of their being able to be in person or not. Should you be part of a WebEx interview, ample information will be provided to you such that you can feel well-prepared and comfortable in this virtual interview environment.

### What is a Behavioural Descriptive Interview (BDI)?

- BDI's and BDI questions are based around the premise that *past behaviour* in specific work situations (or school, volunteerism or life!) is a predictor of future performance. These questions are designed to elicit specific responses that highlight the situation, the task, *your* actions and the result (STAR format). Questions usually begin with "give an example of a time when ..." or "describe a situation ..."

### How to prepare?

- Focus on the competency first. What skill are we assessing? What does the competency mean? What example would best demonstrate this competency?
- Think of your success stories! Where did you shine the brightest? What stories can you share that you are really proud of?
- Design your answers like an airport – well laid out and easy to follow! Remember, we haven't seen or heard your answers before and have no idea what your role was, what the situation was, or where you are going with your answer. Lay it out so that it is easy for us to follow.
- Where possible, make sure your examples are relevant – both in terms of the role that you are applying for and the recency of your example.
- Take notes for your answers, but pull yourself away from your notes in the interview. If you did all of the wonderful things that you are going to talk about, you should have them ready to go, rather than needing to read them verbatim. Reference your notes if necessary, but that's it.

### Things to remember:

- These are your stories – speak authentically and proudly about them. We aren't looking for key words; rather we are looking for you to demonstrate your skills and experience for each competency.
- Use "I" language. We all love team, but what we want to hear in an interview is about you! What was your part, your involvement, your initiative, your contribution?
- Everyone on the "other side of the table" remembers what it is like to be on your side in the interview.
- Breathe and be yourself.