

Interviews Tips

An interview is your chance to tell us about your skills, abilities, accomplishments and it's a chance for us to get to know each other.

We hold interviews both virtually and in-person. Whether your interview is virtual or in-person, preparation is the key to success!

In-person and virtual interview tips

- **Punctuality:** Plan your time to arrive or log on early and allow extra time for unforeseen delays.
- **Professional Attire:** We encourage you to dress in a way that makes you feel confident and professional.
- **Engagement:** Engage in a way that feels authentic and comfortable for you. While some people may use eye contact, firm handshakes, and specific body language to convey confidence, we understand and respect that these practices can differ based on cultural and personal factors. We encourage you to connect in a manner that reflects your own style of communication.

Before the interview

- Take some time before your interview to review the posting and your resume.
- Practice your answers to common interview questions, so you are ready to highlight your skills and experiences.
- See types of interview questions under the “During the interview” section below to help you prepare.

Get to know SickKids

- Research our website and familiarize yourself with our [culture](#)
- Have a look at our recent [news](#) and stories
- Check out our social media channels

Re-read the posting: Take the time to thoroughly understand the requirements and responsibilities of the role you are interviewing for. Make the connection between the role description and your resume – how has your work or other experience prepared you for this role? This will help you prepare responses specific to the role’s requirements.

Highlight your achievements: Think about specific accomplishments that you are proud of that showcase your skills and abilities. Where you can, share outcomes to describe the impact of your contributions. Don’t be shy about highlighting your accomplishments.

Reflect on your areas of growth: Consider where you have areas of development. Be ready to share how you are working on improving specific skills or abilities and where you might need support from your leader or colleagues in this new role. This demonstrates self-awareness and a proactive attitude, showing that you can reflect on your actions and take initiative to tackle challenges and go after your goals.

Put your best self forward: Whether your interview is in-person or virtual, be prepared, be yourself and look at the interview as an opportunity to show what you can do and to get to know more about the role, team and organization.



Tips for online interviews

- **Technical Check:** Check your internet connection, webcam, and microphone are working.
- **Professional Setting:** Choose a quiet, well-lit space to minimize distractions. Microsoft Teams can blur your background to give you more privacy.
- **Practice:** Familiarize yourself with the interview platform to avoid technical hiccups.

During the Interview

What types of interview questions should I expect?

At SickKids, we use two types of interview questions:

Behavioral questions: For this type of question, we are trying to understand how you've responded to situations in the past. Often, these questions start with "Tell me about a time when..." Be ready to give examples of situations and experiences that demonstrate the skills required for the role. Use the STAR (Situation, Task, Action, Result) method to structure your responses (see below).

Situational Questions: This type of question asks how you would respond to a situation and often begin with "Describe the steps you would take if..."

How can I best answer behavioural questions?

Use the STAR approach to answer behavioral-based questions.

Situation	Describe the situation you were in
Task	Explain the task you had to complete
Action	Talk about the actions you took to complete the task
Result	Share the result of your actions <ul style="list-style-type: none"> • What was the outcome? • What did you learn?

Here is a sample interview question and a response using the STAR method:

Question: Can you tell me about a time when you had to manage a challenging situation with a team member?

Response:

- **Situation:** In my previous role as a team leader, one of my team members was consistently missing deadlines and not communicating effectively with the rest of the team.

- **Task:** My task was to address the situation and find a solution to improve the team member's performance and communication.
- **Action:** I scheduled a one-on-one meeting with the team member to discuss their performance and understand the root cause of the issue. During the meeting, I listened actively to their concerns and supplied constructive feedback on their performance. Together, we produced an action plan to improve their communication and time management skills. I also supplied more resources and support to help them meet their goals.
- **Result:** As a result of our meeting and the action plan we developed, the team member's performance improved significantly. They were able to meet their deadlines and communicate more effectively with the rest of the team. This not only improved the team's overall productivity but also strengthened our working relationship.

Will I have to complete any assessments or make a presentation as part of my interview?

You will be informed when you receive an interview invitation if an assessment or presentation is required.

Interview Tips

Ask questions: Show your interest and engagement by asking questions about the role, team, department, and the hospital. Let us know if you need us to repeat a question, and don't be shy to ask about the next steps in the hiring process and when you can expect to hear back from us.

Share: Give us examples from your current or past role(s) where you've successfully learned new skills and highlight accomplishments you're proud of.

Be authentic: Remember, the best way to shine in your interview is to be yourself. Authenticity shows confidence and helps you connect with your interviewer. Share your true experiences and thoughts, and let your personality come through. It's ok to take time to reflect if you aren't sure how to answer right away.