

# Job Search & Resume Con't

## Master of Applied Human Nutrition

Career Services



University  
of Manitoba

Lasha Stordeur  
Career Consultant

# EMPLOYERS' NEEDS

How do we know what they are looking for and where can we find out!

- Job Postings, Job Descriptions
- NOC Code (31121 Dietitians and Nutritionists)
  - <https://noc.esdc.gc.ca/Structure/NocProfile?objectid=ovHQ8Gu313cCsRYJVi%2FU5w%2FavLFsfmqfg%2FqXo7o%2BgrQ%3D>
- [College of Dietitians of Manitoba](#)
- LinkedIn
- Networking- talk to those doing the job! Talk to your profs!
- [Career Services](#) – Website
- [Get Hired](#) – weekly update

# Clinical Dietitian



Winnipeg Regional Health Authority  
Winnipeg, MB

[Apply on WRHA Careers](#)

[Apply](#)

🕒 12 days ago 🏢 Full-time

Requisition ID: 351780

Position Number: 20063367

Posting End Date: Open Until Filled

City: Winnipeg

Employer: Concordia Hospital

Site: Concordia Hospital - Nutrition and Dietetics

Department / Unit: Clinical Nutrition

Job Stream: Clinical

Union: MAHCP

Anticipated Start Date: ASAP

FTE: Casual

Anticipated Shift: Days

Daily Hours Worked: 3.00 - 7.75

Annual Base Hours: 2015

Salary: \$32,094, \$33,191, \$34,423, \$35,520

Grow your career in the Winnipeg Health Services and organizations. We're united by a shared purpose.

## Position Overview

The incumbent is responsible for the following responsibilities:

Education (Degree/Diploma/Certificate)

- Bachelor of Science degree, Human Nutritional Sciences, dietetic or related area from an accredited Canadian university program or the approved equivalent if internationally educated required.

- Graduate of a recognized dietetic internship program which has been accredited by Partnership for Dietetic Education and Practice (PDEP) or planned practicum as requested by the College of Dietitians of Manitoba.

## Certification/Licensure/Registration

- Must be a Registered Dietitian with the College of Dietitians of Manitoba.

- Membership with the Dietitians of Canada (DC) is recommended.

- Cardiopulmonary Resuscitation (CPR) Training requirements for this position shall be in accordance with the WRHA policy.

## Qualifications and Skills

- Comprehensive knowledge and application of medical nutrition therapies.

- Demonstrated ability to interact effectively with various levels of personnel, both internally and externally and within an inter-disciplinary environment.

- Must have effective written and verbal communication skills.

- Ability to adapt readily to a changing environment and respond with initiative.

- Demonstrated planning, organizational and time management skills including the ability to prioritize workload.

- Must be able to function with minimum direction.

- Demonstrated problem-solving and critical analysis skills.

- Ability to use professional judgment to adapt and apply evidenced based guidelines, protocols and professional standards of care to new and changing needs of others.

- Knowledge of human behavior and behavior change process.

- Ability to counsel and motivate others, as individuals and as a group.

- General knowledge of food and nutrient analysis.

- Ability to function in a computerized environment.

- Practices within the professional standards and the ethical, legislative and legal parameters of the profession (e.g. the act and code of ethics of the College of Dietitians of Manitoba).

## Physical Requirements

- Must be in good physical and mental health and be able to sit, stand or walk for extended periods of time without resting.

- Must be able to work under stress and time constraints.

- May be exposed to infectious diseases, blood and body fluids, toxic materials, noise, allergens, physical and emotional stress.

- May encounter aggressive and/or agitated clients/visitors/staff.

- Must be able to travel to meetings (on-site and off-site).

- May be occasionally required to work extended hours.

- May be required to work a variety of shifts including weekends.

iversity program or the approved

tion and Practice (PDEP) or planned

HA policy.

n an inter-disciplinary environment.

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the act and code of ethics of the

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incurred. A security check is considered

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nnipeg, Pan Am Clinic, River Park  
pril 1, 2024, Golden West Centennial

## JOB POSTING

**In order to meet the needs of an employer and get an interview, my resume will have to demonstrate what skills or attributes?:**

- Must be a registered dietician with the College of Dietitians of Manitoba
- Membership with the Dietitians of Canada (recommended)
- Physical requirements
- Problem solving, communication, interpersonal, critical analysis, adaptability leadership, and time management skills

# Step 1: Target Your Resumé

## SKILLS FROM SCHOOL

### Research Papers

- Research
- Writing
- Computer
- Time management
- Critical thinking

### Class Participation

- Communicate
- Demonstrate positive attitudes
- Thinking
- Share information

### Group Projects

- Work with others
- Problem solve
- Flexible
- Give and receive feedback
- Project management
- Time management

### Technical Skills

- Learn continuously
- Adaptable
- Responsible
- Work Safety
- Expertise and Competency

# Step 2: Choose a Resumé Style

## CHRONOLOGICAL VS COMBINATION

Chronological



**MOST RECENT  
JOBS FIRST**

Advantage:



Show off consistent,  
relevant work history.

Combination



**HIGHLIGHT  
SKILLS**

Show off skills from  
school, work, volunteer  
then show work history.

## Matthew Smith (He/Him)

Winnipeg, MB  
204-123-4567

[m.smith@email.com](mailto:m.smith@email.com)

[linkedin.com/profile/msmith](https://www.linkedin.com/profile/msmith)

### EDUCATION

**Bachelor of Science in Human Nutritional Sciences** 2019 – Present  
University of Manitoba  
Major: Nutrition  
Minor: Option in Aging  
Expected graduation date: October 2024

### RELATED EXPERIENCE

**Communications Coordinator** 2021 - Present  
Nutrition Education and Community Outreach (NECO) – Winnipeg, MB

- Led communication and outreach for student [group](#)
- Utilized and managed social media channels to attract current and prospective students to join the [group](#)
- Reached out and networked with professionals in the field to arrange speaking engagements for student development and [learning](#)
- Aided in coordination of fundraising and social events and developed initiatives to raise awareness for the [field](#)
- Adapted communications and outreach strategy to remote format

**Student Volunteer** 2021 - Present  
Child Nutrition Council of Manitoba

- Aided with crafting a nutrition program at Elementary School
- Coordinated with colleagues on menu planning, shopping, cooking, and [serving](#)
- Led engaging nutrition and food preparation activities for elementary school [students](#)

**Dietary Aide** 2020 - Present  
Health Sciences Centre, Winnipeg MB

- Prepared nutritious meals on meal trays for patients in accordance with safe, sanitary food handling practices
- Carefully portioned food items, following instructions in prep charts and nutrition [labels](#)

- Diligently checked working area and equipment was clean to ensure patient health and [safety](#)

### OTHER EXPERIENCE

**PRISM Mentor** 2022-Present  
Big Brothers Big Sisters of Winnipeg

- Utilized interpersonal communication skills to foster intergenerational connections and support PRISM [mentee](#)
- Planned outings on a weekly basis around the city, introducing mentee to the local queer community and safe queer [spaces](#)
- Provided accurate referrals for mentee to local resources and supports as [necessary](#)

**Team Member** 2019 - 2018  
~~Ereshii~~, Winnipeg MB

- Provided exceptional customer service and accommodated customer needs with food orders, including substitutions, allergies, and [preferences](#)
- Prepared food in accordance with customer requests and food safety protocol
- Communicated with colleagues to correctly prepare food and serve customers in a fast-paced [environment](#)
- Operated a cash register efficiently, providing accurate change and balancing till at the conclusion of each [shift](#)

### MEMBERSHIPS AND CERTIFICATIONS

Student Member, Dietitians of Manitoba 2019  
CPR and First Aid 2018  
Food Handler's Certificate, Manitoba Health 2018

### INTERESTS

Swimming, rock climbing, and skiing.

**SAMPLE COMBINATION RESUME**

**Meredith Grey**

201 – 110 Job Search Road  
Small Town, MB R7N 2C4  
C:| (204) 555-0989  
E:| Meredith.Grey@greysanatomy.ca

**EDUCATION**

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**Bachelor of Nursing Program** **April 2010**  
University of Manitoba

**SUMMARY OF SKILLS**

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**Clinical**

- Provided competent nursing care and assessment for pediatric patients ranging from 3 to 12 years of age to guarantee proper care and treatment
- Assessed and assisted in early detection of deviations from the norm and provided competent family-centered care to ensure the health of the woman and baby
- Performed comprehensive health assessments, integrated theoretical knowledge of the geriatric population taking into account age-related changes, role transitions, and psychological adjustments to patients with health problems in a safe and clean environment

**Interpersonal/Communication**

- Provided a safe and protective environment while assisting patients to meet self-care needs
- Established rapport with patients through shared time, supportive relationships, and health teaching to provide service tailored to their needs
- Provided support to help make the visit a positive experience and showed sensitivity to patient and family's social, spiritual, cultural and economic needs

**WORK EXPERIENCE**

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**Pediatrics** **September 2014 - Present**  
**Children's Hospital**

- Recognized the family as an important resource for the child to provide a safe environment for children and their families
- Communicated effectively with other members of the health care team, personally and professionally, building a healthy relationship in the process
- Designed and constructed an age appropriate puzzle for school-age children and encouraged through play therapeutic conversation, healthy eating habits, independence and socialization

**Labour and Delivery** **September 2013 – August 2014**  
**Victoria General Hospital**

- Encouraged parent-newborn attachment and appropriate adequate instruction during pregnancy labour, birth and postpartum period through assessing readiness, willingness and ability to learn

**Adult Medical and Palliative** **December 2012 – August 2013**  
**St. Boniface General Hospital**

- Provided competent nursing care for patients with conditions such as chronic obstructive pulmonary disease, pneumonia, tuberculosis, pancreatitis, chronic renal failure, urinary incontinence, diabetes, frostbite, hypertension, osteoporosis, arthritis and others

**Psychiatry** **October 2010 – December 2012**  
**Grace General Hospital**

- Provided a safe and protective environment while assisting patient to meet self-care needs
- Established rapport with patients through shared time, supportive relationship, and health teaching
- Encouraged the patient to learn new adaptive strategies to cope effectively with life stressors

**Urology Surgical** **June 2010 – October 2010**  
**Health Sciences General Hospital**

- Complimented by instructor as "strong" for each of the following intents: acquisition and application of clinical knowledge and skills caring, professional relationships within established boundaries nursing inquiry, critical thinking, evidence based and ethical professional practice

**VOLUNTEER EXPERIENCE**

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**ABC I Can Learn Preschool** **December 2010 - Present**

- Encouraged through activities and song, communication, trust and hand washing for new immigrant children and families
- Collaborated with social workers to provide health related resources for a pre-adolescent girls group

**McDreamy Medical Centre** **January 2006 – June 2008**

- Communicated with patients at risk for social isolation as identified by the health care team

**ACTIVITIES & INTERESTS**

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- **Art history;** enjoy visiting and reading about historical sites and artifacts
- **Teaching;** assisted in tutoring daughter in Masters of Teaching program
- **Writing;** enjoy writing stories, papers, and pamphlets; invited to write article for nursing journal



# Possible Resumé Headings:

**BE STRATEGIC – tailor to every position**

- Profile
- Highlights of Qualifications
- Professional Qualifications
- Summary of Qualifications
- Technical Skills
- Related Skills
- Professional Experience
- Additional Experience
- Employment History
- Work Experience
- Work History
- Experience
- Professional Background
- Relevant Experience

- Additional Skills
- Computer Applications
- Coaching Experience
- Community Involvement
- Community Service
- Professional Activities
- Extracurricular Activities
- Volunteer Activities
- Research
- University/Campus Activities
- Hobbies & Interests
- Activities & Interests
- Interests
- Teaching Experience

- Conferences/Conventions
- Memberships/Associations
- Education
- Education and Training
- Professional Training
- Professional Development
- Additional Training
- Academic Training
- Workshops/Seminars
- Personal Achievements
- Certifications
- Scholarships and Awards
- Languages
- Volunteer Experience

# Resumés & Cover Letters: Top 5 Tips

1

Always **follow the instructions** in the posting!

- Your resumé does not need to be 1 page!

2

**Tailor** your documents for each job application!

- **Adapt** your language and **reorganize** - reorder/prioritize content within your resume
- The employer should be able to see your **most relevant skills** for that job immediately highlighted

# Resumés & Cover Letters: Top 5 Tips

3

Effectively represent your **Education!**

- List relevant courses within this section.
- Include a Projects section that highlights relevant projects completed during your degree

4

Don't forget to highlight your transferrable foundational/soft skills!

- Where did you develop these? Provide evidence – don't list one word

5

Cover Letters – Indicate **WHY** you want the job!!


- There is no opportunity to share this in your resumé or before your interview.

# APPLICANT TRACKING SYSTEMS (ATS)

- ✓ **Straight forward/common section titles**
  - E.g. Use the word “Experience” for work and/or volunteer sections
- ✓ **Standard job position titles**
- ✓ **Education – accurately list institution and degree name**
- ✓ **More than one role at an organization – repeat the organization name**
  - More than one position at an organization? List as a separate experience/repeat employer name → Good practice to show progression in company by writing name of company again.
  - Same rule for school! Repeat institution name with diploma
  - On campus job? Include specific department/office name.
- ✓ **Avoid using hidden tables to present information (i.e. skills)**
  - Hidden columns for skills list can be challenging for it to reach (left to right) – use bullet points in front of each skill or comma after each skill
- ✓ **Avoid using borders, graphics and images**
  - Graphic resumes can be presented or viewed for interview round; often not read properly by ATS
  - In North American and Europe, some systems completely reject a document with a photo/graphic



**Resume Tips  
for ATS**



Interview Preparation  
Master of Applied Human Nutrition  
Session 2 of 3

Career Services



University  
of Manitoba

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INTERVIEW  
PREP:  
ANALYZE THE  
JOB POSTING

1

## KNOW THE JOB AND SKILLS REQUIRED

What are the employer's needs?

What skills do they want?

2

## MATCH YOUR SKILLS

Use your resumé as a reminder

What stories demonstrate these skills?

### Director of Programs Resource Assistance for Youth, Inc. - Winnipeg, MB \$70,000 a year

**Position summary**  
The Director of Programs is responsible for the implementation, management and evaluation of all the organization's programs in accordance with the organization's strategic plan. As a member of the senior management team, the Director of Programs is responsible for program planning and budgeting initiatives in addition to problem solving. The Director of Programs will be responsible for maintaining a positive and productive work environment in accordance with the organization's policies and mission and will be responsible for the development and implementation of programs and projects as assigned. Reporting to and working cooperatively with the other members of the senior management team.

**HOURS:** Full-time, 37.5 hours  
**SCHEDULE:** Monday to Friday (9:00-5:00) on-call, evenings, weekends  
**SALARY RANGE:** \$58,000-\$70,000 (with comprehensive benefits package)  
**START DATE:** Mid-September

#### Education & Experience

- Undergraduate University degree in a related field, Master's degree in a related field, working with marginalized populations
- 3 to 5 years' experience in a management role, or a similar role with relevant education and experience.
- Criminal Record Check, Child Abuse Check and Driver's License

#### Knowledge

- Program development, implementation and management
- A strong level of understanding of the issues in following areas:
  - Poverty and issues of social marginalization including youth homelessness and current solutions;
  - Indigenous history, intergenerational trauma and the effects of residential schools;
  - Mental health issues and co-occurring disorders;
  - Youth homelessness and the Housing First framework;

### Quality Technical Writer

Hemp Oil Canada - Ste Agathe, MB  
Hemp Oil Canada Inc., the world's largest bulk wholesale and private label hemp food processor, is looking for an energetic and experienced **Quality Technical Writer** with a bias for action to support the explosive growth of our company. Earn a competitive salary and benefit package for you and your family, including full medical benefits, life insurance, product allowance and corporate sponsored professional development programs.

Reporting to the QMS Manager, you will be responsible for the writing, documentation, and training of all Standard Operating Procedures (SOP's) for our food manufacturing facilities. You will work collaboratively across functions of our operations, drive compliance to our BRC quality management system, and produce clear and effective work instructions.

As a proactive and action-oriented member of our team, your key responsibilities will include:

- Collaborate with subject matter experts to obtain in depth understanding of various manufacturing processes and documentation required to ensure quality and technical accuracy
- Develop and write SOP's that meet applicable standards and are concise and easy to understand, appropriate to its intended audience
- Create a standardized template for SOP's to be used for all instructional material
- Contribute to the development of a learning plan for new and existing team members; including, training materials, job aids, and practical evaluations to ensure optimum knowledge retention.

Your ideal candidate has the following qualifications and skills:

- Bachelor's degree in Food Science, microbiology or related field is preferred
- Strong technical writing skills with the ability to provide clear and concise instructions
- Strong understanding and experience in working with food safety quality management systems (e.g. BRC, SQF, ISO)
- Minimum one (1) year direct work experience as a technical writer or SOP writer
- Experience in a food manufacturing environment is preferred
- Excellent oral and written English communication skills

### Financial Advisor

brand new career - one where your success is completely in your hands. As a self-directed financial-services leader with nearly 14,000 Financial Advisors in the United States and more than 90 years of serving individual clients, Edward Jones Financial Advisor, you will take charge of your career and your success. You will manage meaningful, long-term relationships with clients as you help them work toward their financial goals.

As a Financial Advisor, you will help clients work toward their long-term financial goals. You will manage meaningful, long-term relationships with clients as you help them work toward their financial goals.

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**JOB TITLE:** Customer Service Representative

**JOB STATUS:** Full Time **LOCATION:** Calgary, Surrey and Toronto

**DEPARTMENT:** Retail Banking

**JOB DESCRIPTION:** To understand and provide exceptional across the counter service to fulfill customer needs and expectations. Identify and handle any sales opportunity or refer same to the appropriate branch personnel. Process customer transactions accurately, quickly and efficiently and facilitate use of alternate channels wherever possible.

**QUALIFICATIONS:** Graduate from post-secondary institution

**SKILLS:**

- Ability to operate and balance cash on a daily basis.
- Excellent communication and interpersonal skills
- Ability to multi-task and adapt to any situation or change.
- Fast learner, energetic, and results-oriented.
- Problem solver w/ good judgment + cash management skills
- Great communicator and team player.

Some accounting background would be an asset

To apply for this position, please forward your cover letter and resume via email, stating the job title in the subject line, to [careersca@icicibank.com](mailto:careersca@icicibank.com).

## Skills/Experience to Demonstrate

UNIVERSITY GRADUATE



CUSTOMER SERVICE



COMMUNICATION



CASH EXPERIENCE



TEAMWORK



PROBLEM-SOLVING



SOME ACCOUNTING AN  
ASSET





INTERVIEW  
PREP:  
TOP 4 TIPS

1

Always **do your research on the employer!** Show you care. Be prepared to answer questions about the organization.

2

**Analyze the job posting + anticipate questions.** The job posting or a detailed job description provided by the employer will provide insight into types of questions.

3

Be prepared to provide **stories/examples detailed responses** for behavioral/situational questions.

4

Prepare **questions to ask employers** when invited during the final phase of the interview.



# INTERVIEW PREP: RESEARCH

"Tell us what  
you know  
about our  
organization"

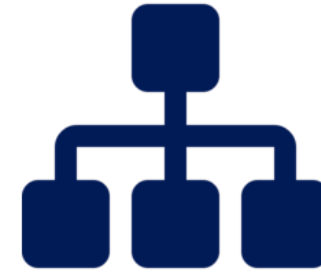
PREPARE QUESTIONS

KNOWLEDGEABLE

SHOW INTEREST



PRODUCTS &  
SERVICES



STRUCTURE



CLIENTS



HISTORY



MISSION &  
VALUES



HOW ARE THEY  
UNIQUE?

# Step 2: Match Your Skills to the Employer's Needs

1

## LIST THE EMPLOYER'S TOP DESIRED SKILLS



Research & use the  
posting

**TAKE A LOOK AT THE JOB POSTING.  
WHAT EXPERIENCES AND SKILLS MUST YOU  
DEMONSTRATE IN THE INTERVIEW?**

# Step 2: Match Your Skills to the Employer's Needs

1

**LIST THE EMPLOYER'S  
TOP DESIRED SKILLS**



Research & use the  
posting

2

**MATCH YOUR SKILLS**



Use your resumé

3

**GIVE SPECIFIC  
EXAMPLES**



Consider stories to  
tell

**CONSIDER**

- Work
- Volunteer
- School
- Extra-curricular
- And more

**INTERVIEW  
PREP:  
ANTICIPATE  
AND PRACTICE  
QUESTIONS**

**IDENTIFY:**  
Skills the  
employer is  
looking for

**BRAINSTORM:**  
Interview Questions for this Posting



# Step 3: Anticipate and Practice Questions

## TRADITIONAL QUESTIONS

**"TELL ME ABOUT YOURSELF."**

Power of 3's

**E**

**Education**

Degree  
Courses

**1**

**S**

**Skills**

3 Strongest  
Relevant Skills

**2**

**P**

**Personal**

In my spare  
time.....

**3**

# Step 3: Anticipate and Practice Questions

## TRY IT

### PROVIDING FEEDBACK:

**Be positive!**

*I really liked...*

**Be constructive!**

*I noticed...*

*I wonder if...*

*A question I had  
while listening  
was...*



**Listen for:**

- Clarity
- Detail
- Evidence/Examples

Let your partner know what you liked about their approach. And also what questions came up for you while you were listening... Is there more you would want to know?

# Step 3: Anticipate and Practice Questions

## MORE TRADITIONAL QUESTIONS

**“WHAT EXPERIENCE HAVE YOU HAD?”**

**YOUR  
FOCUS:**

Relevant work, volunteer,  
school projects

**“WHY SHOULD WE HIRE YOU?”**

**YOUR  
FOCUS:**

Match requirements (2 – 3)  
“You are looking for...I  
have...” (show examples)

**“WHY DO YOU WANT TO WORK WITH US?”**

**YOUR  
FOCUS:**

Show your company  
knowledge and make  
connections.

**“WHAT ARE YOUR GOALS FOR THE NEXT 5 YEARS?”**

**YOUR  
FOCUS:**

Goals within the  
organization



# Step 3: Anticipate and Practice Questions

## MORE TRADITIONAL QUESTIONS

**"WHAT IS YOUR GREATEST WEAKNESS?"**

Why do employers ask this?





# Step 3: Anticipate and Practice Questions

## TRADITIONAL QUESTIONS

### “WHAT IS YOUR GREATEST WEAKNESS?”

1 Your challenge\*

2 How you've improved

➤ Turn it into a positive

\*Don't pick something central to the job



#### Listen for:

- Clarity
- Detail
- Evidence/Examples

Let your partner know what you liked about their approach. And also what questions came up for you while you were listening... Is there more you would want to know?



# INTERVIEW PREP: BEHAVIOURAL QUESTIONS

S

SITUATION / SETTING

T

TASK (GOAL + ROLE)

A

ACTION



R

RESULTS



## ■ People

*Who did I work with?*

*How did I work with them?*

## ■ Practice/Process

*What steps did I take? What new or established techniques did I use?*

*\*Incl. thought process for decisions*

## ■ Policies

*Rules, guidelines, protocols (e.g. safety confidentiality)*

## ■ Tools + Tech.

*What equipment, software, etc. did I use to complete tasks?*

**"TELL ME ABOUT A TIME WHEN YOU LED/MANAGED A PROJECT."**

**"TELL ME ABOUT A TIME YOU HAD TO ADAPT A PROCESS/SYSTEM IN ORDER TO SOLVE PROBLEM."**

INTERVIEW  
PREP:  
**BEHAVIOURAL  
QUESTIONS**

1 Situation

2 Task



3 Action



4 Results

- People
- Practice
- Policies
- Tools + Tech.



**Reflect/Listen for:**

- STAR
- Detail
- Clarity
- Skills Utilized



3 to 5 minute answer

Ask for feedback: what questions came up while you were listening. Is there more you would want to know?

# Step 3: Anticipate and Practice Questions

## NEGATIVE BEHAVIOUR DESCRIPTIVE QUESTIONS

SITUATION / SETTING

TASK (GOAL + ROLE)

ACTION

RESULTS and REFLECTION



- People
- Practice/Process
- Policies
- Tools + Tech.

# Step 3: Anticipate and Practice Questions

## NEGATIVE BDI QUESTIONS

**“Describe a time when you did not work well with a co-worker. How did you resolve the issue and ensure completion of the task on time and at a high quality?”**

1 Situation

2 Task



3 Action



- People
- Practice
- Policies
- Tools + Tech.

4 Results



**Listen for:**

- STAR
- Detail
- Clarity
- Skills Utilized

Let your partner know what questions came up for you while you were listening.



3-5 minute answer

# Step 3: Anticipate and Practice Questions

## NEGATIVE BDI QUESTIONS

**“Describe a time when you observed culturally insensitive behaviour on the job or in an academic setting. What did you do?”**

1 Situation

2 Task



3 Action



- People
- Practice
- Policies
- Tools + Tech.

4 Results



**Listen for:**

- STAR
- Detail
- Clarity
- Skills Utilized

Let your partner know what questions came up for you while you were listening.



3-5 minute answer

## "WHAT WOULD YOU DO IF...?"

GATHER  
INFORMATION

S

T

DESCRIBE  
ACTIONS

A

DEMONSTRATE  
SKILLS

RESULTS &  
FOLLOW UP

R



**BONUS:** Give an example  
from your experience

INTERVIEW  
PREP:  
SCENARIO &  
HYPOTHETICAL  
QUESTIONS

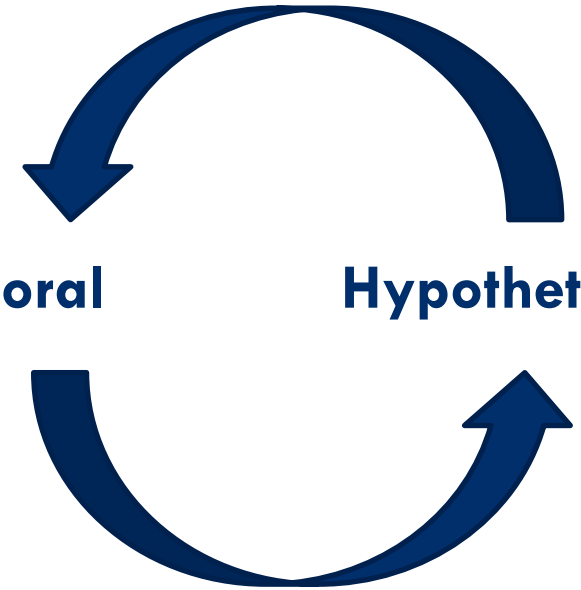
## INTERVIEW PREP:

**Adapting your  
response  
based on your  
experience**

Consider how  
to best  
highlight  
competencies

**Behavioral**

**Hypothetical**



Example:

***Tell us about a time where you had to manage conflict with a coworker.***

If you don't have specific personal example...

- Connect to another related experience (e.g. school)
- Answer hypothetically: "I have not, but..."



# Step 3: Anticipate and Practice Questions

## HYPOTHETICAL QUESTIONS

**“What would you do if you were asked to follow/implement a treatment plan for a patient that you did not agree with?”**

- 1 Gather information
- 2 Describe actions
- 3 Demonstrate skills
- 4 Results & follow up

S

T

A

R



**Listen for:**

- STAR
- Detail
- Clarity
- Skills Utilized

Let your partner know what questions came up for you while you were listening. Is there more you want to know?

# Step 3: Anticipate and Practice Questions

## ADDITIONAL PRACTICE QUESTIONS

- Tell me about an achievement that you are proud of. Or a Failure!
- Give me an example of when you went “above and beyond” in your previous job.
- Tell me about a time when your work or idea was criticized and how you handled it.
- Tell me about a time when you had to adjust your working style to collaborate more effectively with a teammate.
- Describe a situation when you found yourself having to deal with someone who didn't like you personally. How did you deal with it?



INTERVIEW  
PREP:

Questions for  
the employer

# "DO YOU HAVE ANY QUESTIONS FOR US?"

Ask about...

## THE JOB

Example: How much travel is normally expected?



## WORK ENVIRONMENT & COMPANY CULTURE

Example: What do you like most about working here?





# INTERVIEW PREP: VIDEO & TELEPHONE INTERVIEWS



- ✓ Tech powered up and tested
  - ✓ Resume and notes ready to reference
  - ✓ Eye contact and body language
  - ✓ Distraction-free environment
  - ✓ Be aware of background and lighting
  - ✓ Speak clearly. Pause. Shorter sentences.
- 



- ✓ Use a landline if possible
- ✓ Turn off call-waiting
- ✓ Sit vs. stand      ↑      ↓
- ✓ Speak clearly: volume, pace and pauses      ↔
- ✓ Smile! :) This can still be heard in your voice
- ✓ Prepare speaking points, not a script!

**INTERVIEW  
PREP:  
INTERVIEW  
OFFER**



When you get the call, find out:



**TIME & DATE**



**LOCATION &  
PARKING**



**POSITION/ROLE**



**JOB  
DESCRIPTION**



**INTERVIEWER  
NAME & TITLE**



**WHAT TO  
BRING**

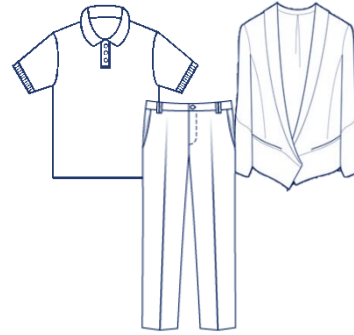
# Step 5: Positive First Impressions

## DRESS FOR SUCCESS

Step up your outfit, one notch above what's expected in workplace.



**SUIT**



**BUSINESS CASUAL**



**WELL GROOMED**

Avoid:



# Step 5: Prepare for a Positive First Impression

## BEFORE YOUR INTERVIEW...



**PRACTICE**



**REMEMBER TO  
EAT & SLEEP**



**10 MINUTES  
EARLY**

Pack/Bring:



Resume



References



Pen & Paper



Portfolio



INTERVIEW  
PREP:  
**CLOSING YOUR  
INTERVIEW**



**SAY THANKS,  
SHAKE HANDS**



**ASK FOR THEIR  
CARD**



**THANK YOU  
EMAIL**

- ✓ Thank them for the opportunity
- ✓ Invite them to follow-up if additional info is needed
- ✓ Send within 24 hours
- ✓ Connect on LinkedIn



# OUR RESOURCES

Need additional help? Check these out.



**INTERVIEW  
WORKBOOK**



**BOOK AN  
APPOINTMENT**



[umanitoba.ca/student/careerservices](https://umanitoba.ca/student/careerservices)

# CAREER SERVICES SUPPORT



## WORKSHOPS

Register on UMConnect:  
[umconnect.umanitoba.ca](http://umconnect.umanitoba.ca)



## BOOK AN APPOINTMENT

474 University Centre  
204-474-9456



## 24/7 ONLINE RESOURCES

[umanitoba.ca/careerservices](http://umanitoba.ca/careerservices)

