

## District of Vanderhoof Hiring Process

### Diversity in Hiring

The District of Vanderhoof is committed to fair and equitable hiring practises. The District believes its workforce should reflect the community it serves.

### Screening

After a job posting is closed, applicants will be screened based upon their education and related experience, knowledge, and skills. Applicants selected for review will be contacted to discuss their qualifications and arrange the following steps:

- Testing (if applicable)
- Interview

### Testing

Some of our job competitions may require applicants to successfully complete testing based on necessary skills for the position. Testing may include typing tests, computer software tests (such as MS Word/Excel), or knowledge-based tests. The District will provide you with details on what to expect in the testing process.

### Interview

When selected for an interview, candidates will be given all pertinent details about the interview including, the location, date, time, and the names of the interview panel.

The interview panel is typically comprised of the hiring manager, a supervisor, and another Senior Management Team Member. At the start of the interview, the hiring manager will describe the position and answer any questions the candidate may have. Then the candidate will be asked job-specific questions based on the job description following the Behavioral Interviewing Process. In this process, all candidates are asked the same set of questions to maintain objectivity and the information gained during the process is always confidential.

### Behavioural Interview Questions

The Behavioral interviewing Process focuses on a candidate's past experiences by asking candidates to provide specific examples of how they have demonstrated certain behaviours, knowledge, skills, and abilities.

The premise behind behavioural interviewing is that the most accurate predictor of future performance is past performance in similar situations. For example, you may be asked the following question:

“Tell me about a time when you had to provide service to a difficult customer.”

When answering these questions, provide a specific example from your past experience rather than a generality. The **STAR** method can be a useful technique to use:

- **Situation** - Describe the event or situation you were in.
- **Task** - Explain the task you had to complete.
- **Action** - Describe the specific actions you took to complete the task.
- **Result** - Close with the result of your efforts.

By completing each of the four steps, you will provide an answer without rambling or getting off-topic.

It is helpful to prepare for your interview by reviewing the job posting/job description. Postings include the knowledge and skills required for the specific position. You can use this list to think of examples from your past work experience that demonstrate you have mastered these skills and will use them if you are successful in the job.

### Final Result

After interviews are completed, it may take up to two weeks for the District to check references and arrive at a final decision. All candidates who participated in the selection process will be contacted once the hiring decision has been made. The District would like to thank all candidates for their patience throughout the selection process.