**Portfolio Interview (10%)**

**Learning Outcomes**:

* To participate in an interview to demonstrate the student’s knowledge, skills, attitudes and experiences relevant to the job he or she is applying for
* To use the portfolio to support the interview process so that the interviewer is able to form an overall impression of the candidate

**Introduction:**

**This is an opportunity to present segments of your portfolio and to practise using your portfolio in a mock interview!**

1. 1. Select and bring **a job posting** for the mock interview. (May be the same one you used for the Employment Assignment) You may be asked to explain what the job is that you are applying for.
2. 2. You will be required to answer a series of behavioural interview questions. Each interviewer will have several questions prepared for you, which you will not know ahead of time. Study the list of behavioural questions distributed in class, and try to compose answers to the most common ones, using the proof and examples from your portfolio.
3. 3. During the course of the interview, you are expected to **highlight a minimum of 2 skills** in the job ad.
4. 4. In the interview, **be prepared to address at least those two skills (STAR formula)** and **show pieces of evidence** of those skills from your portfolio.

For example:

Interviewer’s question might be: *Tell me about a time you worked well in a group and what you contributed to the group that made it successful.*

You: 1. **S**tate the skill that the interviewer is addressing in the question (e.g. teamwork).

2. **T**ell a **detailed** story that demonstrates your teamwork skills (delegating, listening, organizing, prioritizing, communicating, etc.). **Be specific, get into the details**. Use the STAR formula to answer the question.

3. **S**how an item from your portfolio that illustrates the proof that you have this skill.

4. **R**e-state the skill and outline the benefits that are transferable to the specific job and organization to which you are applying. So, connect back to the job you are applying for.

**The interview will be 10 minutes** long, and you must address the interview questions, give your best answers, and give proof from your portfolio for any skills addressed.

**The interview will begin like any traditional interview and you will need to explain what the job is that you are applying for. The first question will be, “Tell us something about yourself.” This is your opportunity to use your elevator speech!**

**You must participate as a panel member and as an interviewee in order to receive the mark for this part of the course. The only acceptable reason for missing an interview or being on a panel is a documented excuse. Otherwise, you will receive a zero.**

**If you are a panel member:**

Try to arrive a few minutes before your panel will interview candidates. There will be 3-4 panel members and interviewees per hour.

The panel will decide who will ask what questions. You are expected to bring with you, and to submit at the end of the hour, your list of three (3) behavioural questions that you think are good ones.

The panel will ask questions of the candidate, then the instructor will have the opportunity to ask a question as well.

Each panel member will complete a peer review of each of the candidates.

At the end of the interviews of the 3-4 candidates, the panel will discuss and rank the candidates from best to worst. This ranking will appear on the evaluation form from the instructor, which will have attached the anonymous peer reviews.

**If you are an interviewee:**

Try to arrive near the beginning of the hour assigned, even if you are second or third on the list. That way, if an interviewee does not appear, the panel can move ahead.

Bring a copy of the **job posting** that you are using, plus your “**travelling portfolio**”, with items that you think are relevant to this job. You will be asked to explain what this job is all about.

**Be prepared** – treat this as a run through for a real interview! When invited in, make a decisive entrance, introduce yourself, make eye contact, and shake the hands of everyone on the panel. SMILE! Do not be seated until you are invited. Ask where you can place your portfolio. Then wait until the panel is ready.

During the 10-minute interview, you will be asked several behavioural questions by each of the panel members. The instructor will also have an opportunity to ask a question.

You must use a minimum of two items from your portfolio during the interview, to prove that you have the skills and experience you say you have. Remove the items from the binder, but leave them in a plastic sleeve to circulate to the panel.

Your exit will be invited by the panel. Make your exit as good as your entrance!

After the interview, you will receive the instructor’s evaluation, plus the anonymous evaluations of your peers. There will also be a ranking indicated – from best to worst, for the candidates interviewed that hour.