

Intake Interview for Post-Secondary Programs Purpose and Helpful Hints for Applicants

PURPOSE

Northlands College requires an interview of applicants for our Mining, Health, Technical, and Trades programs during the First Qualified, First Accepted (FQFA) process. This interview is both evaluative and informational. An evaluative interview means that the interviewer will be taking notes and reporting impressions to be considered when deeming the applicant qualified for a program or not. The interview is also an excellent opportunity for applicants to find out more about Northlands College which means it is also an informational interview. Northlands College considers the intake interview to be an important part of our admissions processes, for several reasons:

1. It allows applicants an opportunity to demonstrate to Northlands College staff why they are a qualified candidate.
2. It gives applicants, who may have been out of school for a while, an opportunity to speak to other life experience that they have acquired.
3. It provides an opportunity for applicants to ask questions prior to being accepted.

It is important that applicants prepare themselves in advance for their interview AND be available at the agreed upon interview time. The interview can be in person or via phone. Interviews are approximately fifteen minutes in length.

HELPFUL HINTS

Interview skills we strongly encourage applicants to practice prior to interview:

1. Learn about the program.
2. Be prepared to tell us why you are the best applicant for this program.
 - a. Make a list of your strengths, your achievements, and your weaknesses that are related to being successful in school.
3. Write down any questions you would like answered.
 - a. These can be questions about the process, Northlands College, the community, etc.
4. Get a good night's sleep the night before your interview.
5. Make sure you are ready at the interview time.
 - a. Arrive at your interview early and bring notes with your prepared answers and questions.
 - b. If you have a phone interview, make sure you have a quiet space where you will not be interrupted and that you are in that space several minutes before the interview time. Ensure that your phone is fully charged.
6. Remind yourself that Northlands College wants you to succeed.

Questions that applicants may want to prepare for:

- What do you know about this program?
- Where do you want to work when you are done this program?
- What interests and abilities do you have that will contribute to your success in this program?
- What are some important behavioural aspects of being a good employee?

- As a student you must be prepared for school, you cannot miss too many classes, and you have to study and complete homework outside of class time. What strategies are you going to put in place to ensure you can meet this program's expectations?

Interview skills we strongly encourage applicants to demonstrate during the interview:

7. Relax and be yourself, however, remember that how you act around your friends is NOT how you should act in an interview.
8. Take a deep breath before answering when you are not sure how to answer a question. Other strategies to try:
 - a. Paraphrase the question back to the student advisor to check on your understanding.
 - b. Ask for the question to be repeated or rephrased.
 - c. Ask about the meaning of a particular word you do not understand within the question.
 - d. Ask to return to that question at the end of the interview.
9. Remember to thank the Student Services personnel who interviews you.
10. Know that we want you to have a successful interview. We also want you to improve your interview skills as most employers have an interview component in their hiring process.

Behaviours automatically resulting in a "not qualified" status:

- Attending your interview while intoxicated.
- Demonstrating disrespectful behaviour (e.g. yelling, swearing) during your interview.
- Missing your interview and not contacting us with a valid reason for your absence within a reasonable time frame.

How do we decide if you have "passed" your interview?

During your interview, Student Services personnel will use an interview guide to assess your interview. They use these guides to record your answers and ensure each interview question and expected answers for the program is consistent and fair.

A large part of your assessment simply depends on:

- how easy it is to set up the interview with you;
- your ability to be on time; and
- your preparedness for being interviewed.

A strong candidate for a program is someone who is at school on-time, every day. If you cannot make your interview time, you must let us know as soon as possible and have a valid reason for not making it or being late. Feel free to bring an interview "cheat sheet" with some prepared questions for us, notes on your program of interest, and answers to some of the practice questions. We want to see that you have prepared.

You will also be assessed on the answers you provide to the interview questions. There will be approximately 12-15 questions within your interview including easy questions such as, "What is the best way to get a hold of you". If you know about the field of work your chosen program is tied to and have thought about your own capabilities (e.g. strengths, overcoming weaknesses), you have done what you can to be successful.

We look forward to meeting you!