

Community Living Guelph Wellington Recruitment Tips

So.... There's a posting you are interested in applying for at CLGW. What now??!!

Here are some helpful tips to assist you with the process:

Applying for a position:

- ✓ Please be sure to complete/submit the required information to the correct email address as requested on the posted job ad
- ✓ Make sure you have included the specifics around your education (eg. Graduated* with a BA in xx with a minor in xx) **If it is not clear that you have graduated from your post-secondary education listed you will not be given credit for it*
- ✓ Please be sure to clearly outline related work experience so that we know exactly what you have accomplished
- ✓ Also be sure to include other relevant training and/or workshops that you have attended (eg medication training)
- ✓ If you are part of the DSW apprenticeship program, please be sure to list the courses that you have successfully completed
- ✓ Once the job posting closes, all resumes are graded (*with a focus on education, qualifications/ experience, employment status, other additional assets*) and successful applicants are contacted within one week for an interview. If you have not been selected for an interview you will receive a general email confirming that.
- ✓ YOU NEED TO SELL YOURSELF AND YOUR SKILLS/EDUCATION/EXPERIENCE - if you have education/experience that may not appear directly relevant for the position you are applying for, please include the relevance from your perspective in your resume
- ✓ Please note that marks are deducted for disciplinary actions on your personnel file (within a 2 year period). This does not include Letters of Expectations.

Preparing for, and attending the Interview:

- Do your research!
 - Learn about the location you are applying to;
 - Review the relevant job description;
 - Check out the Core Competencies Section on the Agency's Intranet for information about the behaviours related to the role you are applying for. For example – a Direct Support Worker role includes the following Core Competencies:
 - ❖ Advocating for Others
 - ❖ Collaboration
 - ❖ Creative Problem Solving and Decision Making

Community Living Guelph Wellington Recruitment Tips

- ❖ Fostering Independence in Others
- ❖ Initiative
- ❖ Interpersonal Relations and Respect
- ❖ Resilience

- In addition to position-specific Core Competencies, there are 4 Threshold Competencies that all staff of CLGW are expected to demonstrate. They are:

- ❖ Flexibility
- ❖ Self-Control
- ❖ Service Orientation
- ❖ Values and Ethics

- Be prepared to answer a series of questions that are behaviour-based in focus. These types of questions focus on your specific behaviours/actions in certain situations that have already happened (NOT what you anticipate you might do in a certain situation). The purpose of this is to gather information related to you and how you do your job. We want to get a more detailed understanding of the behaviours you use to get the job done and to determine how well these match to the behaviours required for the role you are being interviewed for.
- So.....before the interview, think of several situations in which you demonstrated specific core competencies – these will be useful when answering the behaviour based questions that you will be asked. When reviewing the situations, think of them in 3 parts:
 - **Context:** what is the overview of the situation; who was involved; what led up to that situation?
 - **Actions:** What happened first/next; what did you do/say; what were you thinking at the time; what/how were you feeling at the time?
 - **Results/Outcome:** What was the result/outcome of the situation; how did you feel?

This is how the questions will be asked of you. Please do not use the same situation for each question. The series of questions that will be used will cover all of the core competencies for the position you are applying for.

- Please be aware that you will be asked to read and respond in writing to a Case Study as part of the interview process. This will occur at the end of the interview – your answer will be marked as are the other answers you provide.
- Stay calm.....good preparation is key to staying calm and collected during an interview process. If you are nervous make sure to pause and take a deep breath before answering a question.

Community Living Guelph Wellington Recruitment Tips

- Be aware of your body language during an interview – you want to demonstrate that you are confident, well prepared and excited for the interview.
- Please be sure to ask questions if you are not sure about something – you want to make sure you have a good understanding of the role and the expectations - the interview is the time to sort out anything that is not clear.
- Please note that the interview will likely take 1-1.5 hours

GOOD LUCK!