

# FOREIGN SERVICE

## INTERVIEW CONSULTATION

### Table of Contents

|   |    |
|---|----|
| COPYRIGHT ADVISORY  | 5  |
| INTRODUCTION & COUNSELLOR PROFILE                               | 6  |
| FS, AS, PM JOBS and HIRING CRITERIA                             | 8  |
| Political and Economic Affairs (FS)                             | 9  |
| Trade Commissioner Service (FS)                                 | 10 |
| Immigration Officer – International Service (FS)                | 13 |
| Management and Consular Affairs (AS)                            | 14 |
| CIDA Development Officer (PM)                                   | 15 |
| Statement of Merit Criteria – Political/Economic                | 16 |
| Statement of Merit Criteria – Commercial/Economic               | 18 |
| Statement of Merit Criteria – Immigration                       | 20 |
| Statement of Merit Criteria – Development                       | 22 |
| FS, AS, PM Stream Milieus, Functions, Abilities                 | 24 |
| “Competency-based” Human Resource Management System             | 27 |
| Interview Evaluation Criteria/Scoring: “Competencies” Breakdown | 28 |
| C.V. / RÉSUMÉ TIPS and SAMPLE                                   | 32 |
| Introduction: Role of Résumé for Interview                      | 33 |
| Your Resumé “Message” Structuring Strategies                    | 34 |
| Resumé Planning: FS, AS, PM                                     | 35 |
| Planification du Curriculum Vitae: FS, AS, PM                   | 36 |
| Sample Résumé Overview  | 37 |
| Sample Résumé – Re: Structure/Layout, Format, Writing Style     | 38 |
| PRE-INTERVIEW DAY REMINDERS                                     | 44 |
| PERSONAL INTERVIEW  | 46 |
| Personal Interview: Introduction                                | 47 |
| Personal Interview: Basic Interview Tips                        | 48 |

|  |           |
|--|-----------|
| Personal Interview: Interview Room Layout & Relevance to Questioning/Eye Contact         | 49        |
| Personal Interview: Structure  | 50        |
| IF ASKED: Developing Your Personal Answer to “Why Hire You?” Opening/Closing Opportunity | 51        |
| IF ASKED: Developing Your Personal Answer to “Stream Preference” Question                | 52        |
| Answering Competency-based Interview Questions: Matrix to Develop Responses              | 53        |
| Situational Question/Answer Process  | 54        |
| Visual “Net Out” of Response Structure   | 55        |
| Workplace “Culture”: Informing Situational, Role Play, and Group Simulation Exercises    | 56        |
| Levels of Responsibility in Hierarchical Structures                                      | 58        |
| Situational Questions: Non-variables & Variables   | 59        |
| Situational and Role Play Questions – Considerations before Answering                    | 60        |
| Personal Interview: Situation Questions - Underlying Structure                           | 61        |
| <b>SAMPLE HYPOTHETICAL / ROLE PLAY QUESTIONS from PAST INTERVIEWS</b>                    | <b>62</b> |
| Example Scenario #1  | 64        |
| Exemple scenario- n0 1   | 65        |
| Example Scenario #2  | 66        |
| Exemple scenario - n0 2  | 67        |
| Example Scenario #3  | 68        |
| Exemple scenario - n0 3  | 69        |
| Example Scenario #4  | 71        |
| Exemple scenario - n0 4  | 72        |
| Example Scenario #5  | 73        |
| Exemple scenario - n0 5  | 74        |
| Example Scenario #6  | 75        |
| Exemple scenario- n0 6   | 76        |
| Example Scenario #7  | 77        |
| Exemple scenario - n0 7  | 78        |
| Example Scenario #8  | 79        |
| Exemple scenario- n0 8   | 80        |
| <b>PERAONAL INTERVIEW: TACTICS RE-CAP</b>  | <b>81</b> |
| <b>GROUP SIMULATION SESSION</b>  | <b>83</b> |
| Group Simulation Exercise: Introduction  | 84        |
| Group Simulation Exercise: Overview – Two Options  | 85        |
| Group Simulation Exercise: Approximate Timing  | 86        |
| Group Simulation Exercise: <i>Project Option</i> Binder                                  | 87        |
| Group Simulation Exercise: <i>Project Option</i> Overview                                | 88        |

|   |         |
|---|---------|
| Group Simulation Exercise: <i>Topic Option</i> Overview                     | 89      |
| SWOT/PEST Adaptation to Group Simulation: Your Project/Topic                | 90      |
| Sample SWOT/PEST Application  | 91      |
| SWOT/PEST Adaptation to Group Simulation: Other Candidates' Projects/Topics | 92      |
| Theme Aggregation Tool for Group Simulation                                 | 93      |
| Structuring Your Group Simulation Project/Topic Presentation                | 94      |
| Group Simulation Tactics to Consider  | 95      |
| <br>POST-SESSION FORUM ADVICE   | <br>96  |
| <br>INTERVIEW / SIMULATION ASSESSMENT: EXAMPLES                             | <br>98  |
| Sample Interview Worksheet  | 99      |
| <br>CONCLUDING ADVICE   | <br>103 |
| Delivery Skills for Interview Day: Key Reminders                            | 104     |
| Why People “Fail” the Interview/Simulation                                  | 105     |
| Key Reminders for your Interview Day  | 106     |
| Personal Development Plan   | 107     |
| Sequence of Events after Your Interview                                     | 108     |
| <br>POSTSCRIPT  | <br>109 |