

### **Where to apply?**

All vacancies are advertised on the CRADACL website <https://www.cradacl.bc.ca/careers-cradacl>. There is additional information on each advert to assist you in completing the application along with general conditions of employment, benefits and much more. Should you require any support in completing your application please contact our team for help and advice on (250) 286-0391.

You may also send your resume by email to [careers@cradacl.bc.ca](mailto:careers@cradacl.bc.ca), alternatively you can post your application to 1153 Greenwood Street, Campbell River, BC V9W 3C5.

### **The selection process**

Upon receipt of your application this will be reviewed and suitable candidates will be contacted by telephone for a short screening interview. At which you will be asked a few basic questions about your experience and availability. Should these answers meet the needs of the posting you will be invited to attend a face-to-face (where possible) interview.

Being prepared for your interview will help give the best impression of you and help you feel more confident. It will also enable you to gain a full understanding of the post you have applied for and how it may work on a daily basis.

Values / behavioural based questions are used at the interview to make the recruitment process as open and fair as possible by asking a series of questions that are relevant to the role and the philosophy of the organization. The values / behavioural based questions are in addition to the required competencies of the position.

### **What happens at the interview?**

A values based/ behavioural interview will be held to find out more about you and focus on your own values and how these match to the relevant position. For example your experiences and interactions with people etc. There will also be a focus on those competencies that are most important for a particular job.

### **What should I expect in the interview?**

Values based / behavioural questions may be slightly different to the style that you're used to. They focus on past situations and your behaviour in those situations. Questions may start with "Please give me an example of when...", or "Please describe an occasion..." etc.

### **What will interviewers be looking for?**

The interviewers will be looking for specific examples describing how you have approached certain situations. You will be asked to discuss the example in detail. It is likely that the interviewers will then follow up with some probing questions. They will be interested in the outcome of the situation, whether there was anything you learned from the experience etc. The interviewers may also want to ask you questions about the information you have provided in your application and some questions relevant to the role and working for the organization.



**Before the interview** - Check that you have the correct location as CRADACL has many different work sites. Be on time! Practice getting to the interview location to see how long it will take and on the day set off in good time and aim to be early. If you are going to be late or cannot attend due to an emergency, please telephone our reception on 250-286-0391 and let us know. If you need any accommodations at the interview please discuss this when called to invite you to attend.

**Be Prepared** - Research and learn about the organization. Look at the information on the website, research the role before you attend the interview. There will also be an opportunity for you to ask the interviewers any questions and it is advisable to think through these in advance.

**Image** - Wear something appropriate in which you feel comfortable. There is an appearance policy at CRADACL but remember that if you are uncomfortable it could hinder your performance. Remember to smile, make eye contact and most importantly be yourself.

**Answers** - Make sure that you listen to the question and keep your answers clear and focused. If you are unsure ask the interviewers to clarify what they are asking, to rephrase or if you can come back to that question at the end.

**Qualifications** - If the advertisement requires specific qualifications it is advisable to bring the original copies of relevant certificates along to the interview.

**What to bring along** - As well as any relevant certificates, details of two reference contacts will be needed, ideally previous employers (Line Manager or Supervisor), or a combination of employer and character references. We will need their name, relationship to yourself and a contact telephone number (and email if possible). The quicker references are obtained means a decision can be communicated to you more timely, it is therefore beneficial for you to make contact with your referees to check that they are willing to be contacted by the organization. You will be asked for permission to make contact with these references at the interview. We may also ask for you to bring along a more extensive version of your resume, if the one which we hold is brief.

Under the Public Health Order our employees are required to be double vaccinated against Covid-19, or have a secured exemption. Proof is required to be presented for viewing at Interview. Failure to present this may result in the interview being cancelled or postponed.

**Thank you for your interest in working for CRADACL and we wish you all the very best of luck with your application.**

