

WELCOME! WE'LL GET STARTED IN A FEW MINUTES!

In the meantime, feel free to drop a GIF
in the chat that best describes how
you're feeling this week



UNIVERSITY OF
WATERLOO

Centre for Career
Development

ON AIR

PREPARING FOR CAMPUS HOUSING INTERVIEWS

10/22/2025

Graeme Beaton (he/him)

Career Advisor, Centre for Career Development



UNIVERSITY OF
WATERLOO

Centre for Career
Development

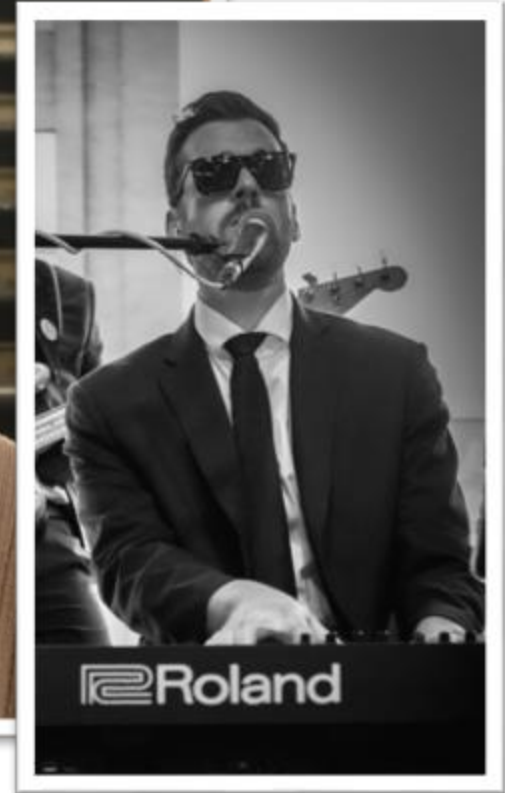
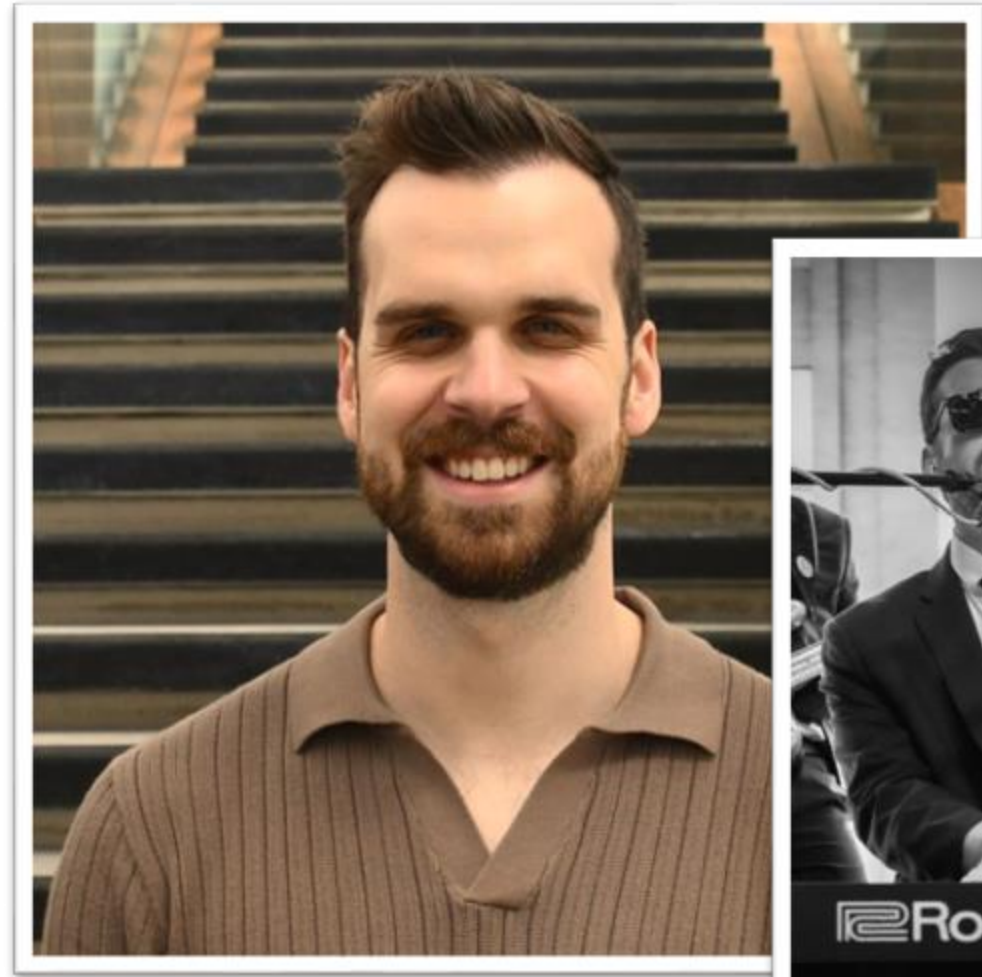


About Me

Graeme Beaton (he/him)

– pronounced GRAY-um

- Career Advisor and Career Leader Supervisor at the Centre for Career Development (CCD)
- Past experience: tutor, freelance writer, research assistant, two-time undergraduate student, social entrepreneur, startup coach
- Gigging musician since high school



UNIVERSITY OF
WATERLOO

Centre for Career
Development

Whose land are we on?

We respectfully acknowledge that we work on the traditional territory of the Attawandaron (Neutral), Anishnaabeg, and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, which includes ten kilometers on each side of the Grand River: land promised and never returned to the Six Nations.

Some incredible local community members on IG:

Bangishimo Johnston @bangishimo, Amy Smoke @amysmoke, C. Elizabeth Best @lizbot5000

Support: O:se Kenhionhata:tie – Land Back Camp, @ose.kenhionhatatie on IG

Reports: TRC Calls to Action, National Inquiry into MMIWG

Reading: The Inconvenient Indian, 21 Things You May Not Have Known About the Indian Act, This Place: 150 Years Retold

What land are you on? native-land.ca

Learning opportunity:

INDG 201 The Indigenous Experience in Canada



UNIVERSITY OF
WATERLOO

Centre for Career
Development

Our Roadmap for Today



- Before the interview: preparation and best practices
- Answering interview questions
 - Behavioural, situational, and skill-testing questions
 - Tailoring your responses
 - What if I get stumped?
- After the interview: next steps
- More resources and supports



How might we co-create a safe(r) space?

- Participate in a way that feels most comfortable for you!
- Please use the chat during presentation time. Ask me questions whenever! At the end of the workshop, you can go mic on or mic off during Q&A
 - Feel free to send us a direct message if you have a question or comment you would like to share privately
- Take what works for you and leave what doesn't



UNIVERSITY OF
WATERLOO

Centre for Career
Development



BEFORE THE INTERVIEW

Preparation & Practice

PREPARING FOR THE INTERVIEW

What do you think students can do to help prepare to ace their interviews?



UNIVERSITY OF
WATERLOO

Centre for Career
Development

What is the employer looking for?

- Experience
- Education
- Knowledge
- Technical Skills
- Transferable Skills
- Personal Attributes



Know Your Role(s)

- Visit Campus Housing – [Jobs & Leadership](#)
- Analyze job descriptions
- Take note of key responsibilities
- Use keywords to inform the skills required for the role
- If you've applied to multiple roles, be mindful of important similarities and differences between job descriptions

Interview Preparation

- Review resume
- Review job description
- Research employer (mission, challenges, motivators, culture and strategic plan)
- Practice interview questions
- Prepare questions to ask the interviewer
- References?
- Copy of your resume
- Know yourself and what you bring to the position!

Know the Details

Read your interview invite carefully:

- You may not receive all details ahead of time, but any information can help relieve anxiety and reduce surprises!





A NOTE ON INTERVIEW FORMAT

Campus Housing would love to meet you in person and encourages you to choose an in-person interview slot. However, if you're on co-op or currently outside the country, you may select a virtual option. If all virtual slots are booked, you can request a virtual interview in any of the other available time slots.

Know The Way!

In-person interviews:

- Where is the interview located?
- How long is the commute?
- Do I need transportation?
- Will there be traffic?
- Do I need to find parking, etc.?

Virtual interviews:

- What platform/software? Do you have a meeting link?
- Test your tech, set up early
- Find a quiet, private space with good lighting and a professional background



Interview Best Practices

- What to wear? Show up as an authentic version of yourself.
- Arrive early
- Start with a strong introduction: say hello, smile and look into your camera
 - “Thank you for taking the time to with me today.”
 - “I’ve been looking forward to our conversation”
 - “It’s nice to meet you!”
- Be prepared for small talk: remain positive, find a common interest, avoid oversharing or controversial topics
- Be mindful of posture and body language

Practice, practice, practice!

How will you practice for your interview?

- Mock interviews (visit CCD!)
- Practicing with people you trust
- Networking
- GenAI tools (e.g., Microsoft Copilot)
- Online prep platforms (e.g., LinkedIn Interview Prep, Google Interview Warmup)
- Attending workshops like this one!



ANSWERING INTERVIEW QUESTIONS

THE DIFFERENT TYPES OF QUESTIONS

Classic

Behavioural

Situational

**Skill Testing,
Problem Solving,
Case Studies,
Roleplay**



UNIVERSITY OF
WATERLOO

Centre for Career
Development

BEHAVIOURAL QUESTIONS



UNIVERSITY OF
WATERLOO

Centre for Career
Development

Behaviour-Based Questions

Past behaviour is a good indicator of future behaviour.

Typical behavioural questions begin with:

- Tell me about a time when...
- Describe a situation in which...
- Recall an instance when...
- Give me an example of...



STAR Approach



Situation	Background and context
Task	What you needed to do
Action	What you did and how you did it
Result	The outcome of your actions



Examples of Behavioural Questions

Tell me about a time when you had to solve a difficult problem. What steps did you take, and what was the result?

Describe an example of a time you had to manage an unexpected change. How did you adapt?



SITUATIONAL QUESTIONS



UNIVERSITY OF
WATERLOO

Centre for Career
Development

Situational/Hypothetical Questions

- Actual (hypothetical) situation from job
- Can be very general but also can be very specific
- Typical questions begin with:
 - What would you do if...
 - Describe how you would...
 - What approach would you take...
 - Say you were faced with...



Examples of Situational Questions

How would you exercise your leadership skills to help resolve a conflict between students?

How would you promote a culture of inclusivity in your role if you were to join our team?



OTHER QUESTIONS

Skill Testing and Problem-Solving Questions

- Technical questions
- Hands-on
- Written or spoken
- Case Studies
- Roleplays
- Demonstrate structured thinking - show your process (the right answer may not matter)



Strategies for Roleplay Scenarios



- Be yourself
- Reflect on moments when you've felt heard and supported
- Create space for the other actor in the scenario
- Practice active listening
- Lead with empathy
- Model the skills and behaviour that the role expects of you
- Practice with someone you trust ahead of time!



Tailoring – Not Just for Resumes!

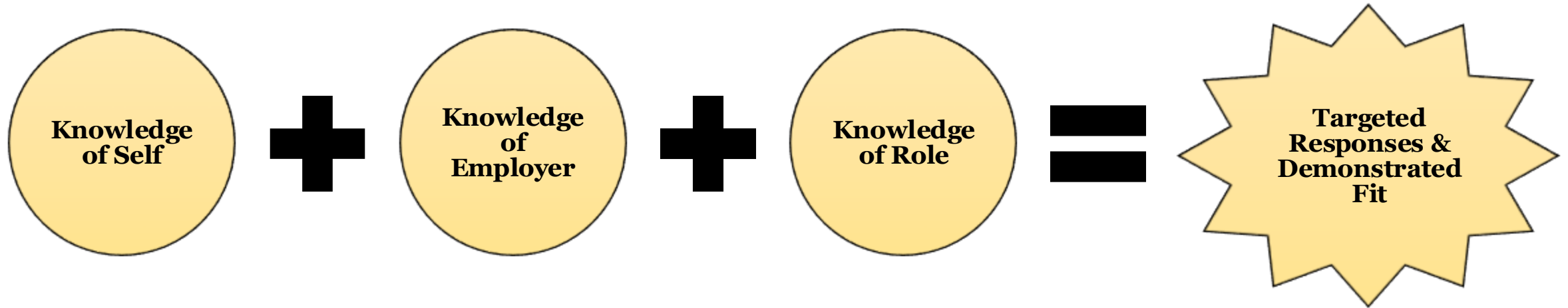
Targeted interview responses demonstrate and further reinforce your fit for the position.

Consider:

- What the role(s) require, responsibilities involved
- Key experiences to highlight
- Skills can come from anywhere
 - Draw from work, volunteering, academics, extracurriculars, lived experiences



Interviewing



- Preparing your self-introduction
- Reflecting on your experiences and accomplishments
- Reflecting on your interests and values
- Identifying and articulating your skills

- Going beyond the job description

- Job description analysis

- Preparing for classic, behavioural, situational and skill-testing questions
- Practice, practice, practice



What do I do about...?



- Feeling nervous or anxious
- (Awkward) silence
- Feeling stumped/blanking



UNIVERSITY OF
WATERLOO

Centre for Career
Development

Picture a Rubric

How to ace your interview?

- Be mindful of what the interviewer is asking and why
- Keep the job description in mind
- Be specific; be detailed
 - ~90 second rule
- Stumped? A lower score is better than no score!



UNIVERSITY OF
WATERLOO

Centre for Career
Development



AFTER THE INTERVIEW

Next steps

Wrapping Up an Interview

How do you best answer the following:

- Is there anything else that you'd like to add?
- Is there anything else you'd like to tell us about yourself?
- Do you have any questions for us?



UNIVERSITY OF
WATERLOO

Centre for Career
Development

Questions You Can Ask

- What type of training would there be for the successful candidate?
- What does a typical workday look like?
- What are the key priorities for someone in this role?
- What aspects of the role do you believe to be the most rewarding or the most challenging?
- In what ways can I prepare for this job, if I am the successful candidate?

Following up

- Thank you emails?
 - Not necessary for Campus Housing interviews
- If unsuccessful, consider asking for feedback on your interview
- If successful, take action on next steps
 - Read employment contract carefully and in full before signing
- Information about hiring timelines and communications can be found on Campus Housing Jobs & Leadership webpage
 - Interview invites will be sent out before 4 pm this Friday, October 24
- Any questions? Reach out to hirehousing@uwaterloo.ca



RESOURCES & SUPPORTS

Recap: Know Your Resources

How will you practice for your interview?

- Mock interviews (visit CCD!)
- Practicing with people you trust
- Networking
- GenAI tools (e.g., Microsoft Copilot)
- Online prep platforms (e.g., LinkedIn Interview Prep, Google Interview Warmup)
- Attending workshops like this one!

Welcome to the Centre for Career Development



<https://uwaterloo.ca/career-development/>

Visit our website for:

- Booking appointments/drop-ins
- Job search resources
- Pre-recorded workshops
- And more!



QUESTIONS?

UNIVERSITY OF **WATERLOO**



**Centre for Career
Development**

Thank you!