

# 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 :)



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**ON AIR**

# PREPARING FOR CAMPUS HOUSING INTERVIEWS

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# 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](http://native-land.ca)

**Learning opportunity:**

INDG 201 The Indigenous Experience in Canada



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# 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 me 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



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# **BEFORE THE INTERVIEW**

Preparation & Practice

# PREPARING FOR THE INTERVIEW

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



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# What is the employer looking for?

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



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# 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**

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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.

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# 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 resources (e.g., CareerHub)
- Attending workshops like this one!





# **ANSWERING INTERVIEW QUESTIONS**

# THE DIFFERENT TYPES OF QUESTIONS

**Classic**

**Behavioural**

**Situational**

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



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# BEHAVIOURAL QUESTIONS



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# 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



<b>Situation</b>	Background and context
<b>Task</b>	What you needed to do
<b>Action</b>	What you did and how you did it
<b>Result</b>	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



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# 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!



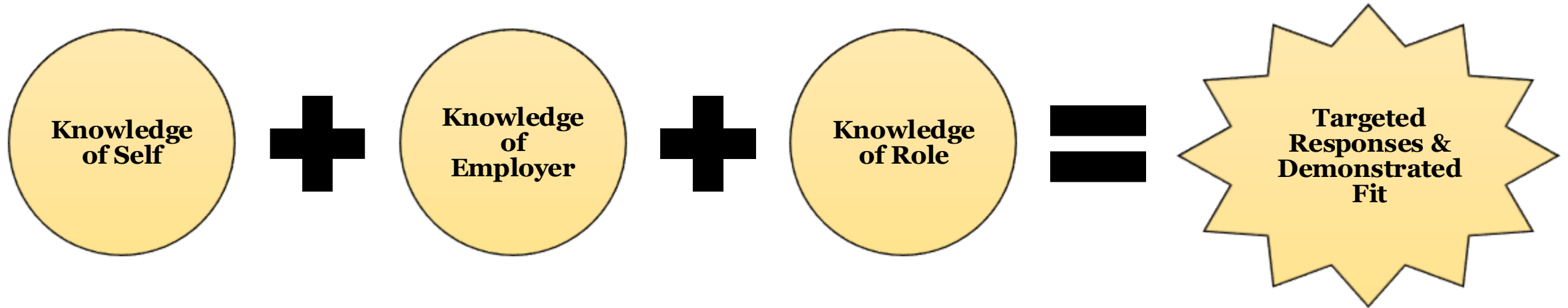
# Tailoring – Not Just for Resumes!

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



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# 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? Scoring is better than not scoring at all!



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The background is a solid yellow color. It features several abstract geometric shapes: a red L-shaped bar in the top left; a pink L-shaped bar below it; a horizontal pink bar at the bottom left; a horizontal teal bar at the bottom center; a pink bar on the right side that curves upwards; and a thick blue bar on the far right that curves downwards. A small red square is at the bottom right corner.

# 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?



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# 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 sent out Thursday, February 5<sup>th</sup> (today!)
- Any questions? Reach out to [hirehousing@uwaterloo.ca](mailto:hirehousing@uwaterloo.ca)



# **RESOURCES & SUPPORTS**

# Recap: Know Your Resources

How will you practice for your interview?

- Mock interviews (visit CCD!)
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- Networking
- GenAI tools (e.g., Microsoft Copilot)
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## 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?**

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Thank you!