



Why You're Receiving This

This sheet is intended to help you prepare for a competency-based interview. In this type of interview, we focus on how you approach work and apply your experience, not only on job titles, credentials, or years of experience. This is not a test, and there are no right or wrong answers. The goal is to help you feel ready to explain how you work in practice.

What This Tool Does

This tool helps you create a clear and structured job description based on the competencies required for the role. It ensures alignment between role expectations and how candidates will be assessed.

When to Use It

- You are preparing to interview for a new role or job as a candidate
- You want to ensure that you're prepared real-life examples of how your skills, education and experiences align with the job description and responsibilities.

What You'll Do

- Review the role or job description provided by the employer
- Define key responsibilities or competencies related to that role or job
- Consider your own transferrable competencies
- List where and when you've used those competencies, with examples
- Prepare for the structured interview and/or job simulation



Review the Job Description

Take time to review the job description for the role you are applying for.

As you read, note:

- The **key responsibilities** of the role
- The **skills or competencies** that seem most important

Job role or title:

Key responsibilities or competencies that stand out to you:

Identify Your Transferable Competencies

List 3–5 competencies you bring that are relevant to this role below.

Think about your past experience, including:

- Paid work
- Education or training
- Volunteering
- Experience gained outside Canada
- Experience gained in different types of roles



Competency #1:

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Where you used it:	What you did:

Competency #2:

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Where you used it:	What you did:



Competency #3:

Where you used it:	What you did:

Competency #4:

Where you used it:	What you did:



Competency #5:

Where you used it:	What you did:

Prepare for the Interview

During a competency-based interview, you may be asked to:

- Describe how you handled a situation or task
- Explain how you made a decision or solved a problem
- Talk through how you would approach a work-related scenario

As you prepare, consider:

- How you usually organize tasks or information
- How you decide what to do first
- How you communicate your thinking or next steps

There may be more than one reasonable way to approach a question.



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Fairness and Consistency

All candidates for the same role are assessed using the same questions, exercises, and criteria. This helps ensure the process is consistent and fair. If you require an accommodation at any stage of the process, please let us know.

Questions?

If anything about the interview or exercise is unclear, you are welcome to ask for clarification before it begins.