

**We are looking forward to your upcoming interview. Here are best practices we would like to share for you to be best prepared!**

### Interview Process – What to Expect!

- The interview will be conducted virtually **via Microsoft Teams**, on camera. Two or more Metrolinx employees will make up the interview panel.
- An outline of the process and additional details of the position will be discussed prior to the first question.
- The questions being asked will be based on a mixture of your **professional background, technical skills, and situational experiences**.
- Panel members will be taking notes, there may be moments of silence while they catch up on their notes.
- If you need any questions repeated or clarified, please ask the panel members to do so.
- There is no issue with taking a moment to collect your thoughts prior to answering a question.
- There will be **time given at the end of the interview for you to ask questions**.

### Planning Ahead – How to be Prepared!

- Add your interview details to your calendar and **set reminders** so you don't miss it!
- Ensure your **video and audio are working properly** in Microsoft Teams prior to the interview. Ask a friend for a practice run!
- Find a quiet space, free of distractions with proper lighting for the best experience.
- **Research to have a good understanding** of the position you have applied to, as well as Metrolinx as an organization, including our mission, vision, and values.
- It is recommended to have prepared questions for the end of the interview as this is **your chance to learn** anything else you want to know about the role and/or Metrolinx.
- Have a notepad nearby to jot down any notes or thoughts that come to you throughout the call.
- **Join the call about 5 minutes prior** to the scheduled start time, you may be in a virtual waiting room until the panel members have joined.

### During the Interview – Make a strong impression!

- **Be prepared to talk about yourself**. The panel is looking forward to hearing about your skills and accomplishments that could make you a great team member at Metrolinx!
- Give more than just a “yes” or “no” response – provide details about what you did, how you did it and the results you achieved.
- Ensure to provide all relevant details and **do not assume the panel members are aware of your work experience and skills**.
- Use STAR Statements! The most effective way to answer a question is to frame your response through describing the **Situation, the Task, your Action, and the Result**.

### Additional Considerations!

- If your interview will be conducted virtually, please ensure you are **able to access the Microsoft Teams application** with proper access to audio and visual. If you are using a phone or tablet, please download the MS Teams app prior to the interview. If you are using a computer, the link will open in a browser, and you can join as a guest. Please note that Safari does not support video in Teams, so it's recommended that you use **Chrome or Internet Explorer**.
- We value the unique skills and experiences each person brings to Metrolinx and are committed to creating and maintaining an inclusive and accessible environment. We are committed to the requirements of the **Accessibility for Ontarians with Disabilities Act** so if you require accommodation during the hiring process, please let our Recruitment team know by contacting us at: 416-202-5601 or email [hr.recruitment@metrolinx.com](mailto:hr.recruitment@metrolinx.com).

**If you have any questions, discuss with your Talent Acquisition Representative or email [hr.recruitment@metrolinx.com](mailto:hr.recruitment@metrolinx.com).**