



**MAKE A DIFFERENCE
BUILD A FUTURE**

BFY Interview FAQ

When will I know the time, date, and location of my interview?

Your teacher will be providing you with all the above information. Be sure to write it all down, or put it into your phone. You will want to arrive 15-20 minutes early to prepare yourself for the interview, and familiarize yourself with the location.

Tip: If the interview takes place at a location you have never been before, do a practice run in the days leading up to the interview – that way you can be confident you won't get lost looking for the building.

What should I bring to the interview?

Be prepared to bring a few copies of your resume, cover letter, and references with you to give to the interviewers.

Tip: Bring a blank notepad to write notes/questions down. You may also want to bring with you (if you have one) a portfolio of past projects you may have worked on.

What should I wear?

Business casual attire is suitable for this interview. This means no t-shirts, sweat pants, hoodies, or shorts.

Tip: you want to make sure you appear neat and tidy – this is the first time some of the interviewers are meeting you – a first impression makes a big impact! You can always run your choices by a teacher, parent or guardian.

Who will be interviewing me?

The interview panel will consist of: A school board consultant, BFY team member, and a perspective employer

Tip: we are all looking for you to be successful! Being nervous is okay - practice makes perfect!

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How long will the interview be?

The interview will last about 20 minutes and consist of around 5-7 questions

Tip: Come prepared with a few of your own questions. This shows you have done your research on the program and are enthusiastic about participating.

What happens after the interview?

In the weeks following the interview you will be contacted by a BFY team lead offering you acceptance into the program. From there you will be told the next steps of the program.

Tip: BFY is a competitive program and not everyone is accepted. However, you have worked hard and it is great experience to practice and be a part interview!

Good Luck!!!!

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Interview Sample Questions

The following is a list of questions to help you prepare for an interview for the Building Futures for Youth program

- Tell us a little about yourself
- Why did you apply for the Building Futures for Youth program?
- What do you consider to be your greatest strengths? Weaknesses?
- What kind of work experience have you had?
- Describe a situation where you had to use your creativity to complete a project or solve a problem
- If you were the interviewer, what kinds of qualities would you look for in a successful candidate?
- What do you know about the trade you've chosen to explore?
- Describe a situation where you encountered a problem on a project and how did you deal with it?
- What have you learned from your participation in extracurricular activities?
- Give us an example of a situation where you had to 'go the extra mile'. What was the result?

It's OK to be Nervous, and you aren't expected to be Experienced.
You are expected to be Professional.





Interview Guideline

The purpose of a Job Interview is to convince the Employer that you are the right candidate for the position. Our goal is to help you prepare for a Career in Construction, and that includes knowing how to get the job. Typically, you need to be selected for an Interview based on a resume; we want you to have the opportunity to make your case in person, even if your resume needs some improvement. There is a limited amount of positions in our program each year, but following these suggestions may help improve your chances of acceptance.

You are being evaluated from the moment you arrive. Be aware that how you behave in the reception area is your first impression, and it will count.

Bring a copy of your cover letter and resume, as well as a list of any references you may have. References should not be simply a list of names and phone numbers, but should include how these people relate to you (teachers, past employers, etc.). Even though you may have already sent these items ahead of time, it's professional practice to bring a hardcopy with you to your interview.

It doesn't matter if the job will have you working in grease covered overalls or casual clothes every day – the Interview requires Business Attire. That doesn't mean you need to wear a Suit, but you should understand that a casual t-shirt or gym pants are not going to make the most professional first impression. For example, wear dress pants instead of jeans, appropriate footwear, no baseball caps or excessive jewelry. It's possible that the person interviewing you might be dressed casually...but they already have the job. Regardless of gender, your appearance should be appropriate for the situation (that includes hair and personal hygiene). If you are at all unsure of your selection, perhaps ask for feedback from a parent or teacher on your chosen outfit, before the Interview takes place.

Introduce yourself and be ready to shake hands (firm, but not overpowering). It's ok to be nervous; it's a normal response. You still need to smile, be friendly, and be confident. Maintain eye contact, and avoid nervous habits such as twirling your hair or nail biting. Your cell phone should not make an appearance during your interview.

You will be meeting with one (or two) Program Lead(s) from BFY. There may also be a representative from Industry present. This means that you should be prepared for the possibility of either a one-on-one meeting, or a Panel style Interview with 2-3 people asking you questions.

The Questions in your BFY interview will be attempting to determine things like work ethic, professionalism, interests, and personality. We understand that this might be the first time

some of you have interviewed for a job, and may not have past work experience to refer to. You can form your answers based on experiences from school or other aspects of your life, but remember to keep the context of your stories relevant to a job.

Common questions may include:

- Tell us about yourself
- What are your career goals?
- Why do you want to be a part of this program?
- What do you consider your strengths and weaknesses?
- Describe a situation where you had to work under pressure
- What do you think your greatest achievement is?
- Is there anything you would like to ask us?

Remember that the purpose of your BFY interview is for acceptance into our program. It's always a great idea to ask questions and show your interest, but don't ask about specifics about things like salary for a job you haven't been offered yet. Your goal is to convince us that you would be a good fit for the program, and choosing the specifics of your placement only happens if you are accepted. Make sure your questions make you look interested rather than unprepared. You should be familiar with the information on our website www.buildingfutures.com

There are many references online that will help you with questions about what to wear, how to present yourself, and advice on how to answer the questions you will be asked. There are also organizations that are available to help you.

For more helpful tips, visit <http://novascotia.ca/works/> to find the Career Resource Centre near you.

Building Futures for Youth is an excellent opportunity to gain real work experience, and that includes Interviewing for the position. You know the reasons why you applied to be a part of the program - now is the time to start thinking about what is expected of you in return. It's your job to convince us that you would represent BFY in a positive way.

GOOD LUCK!

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