

## CANDIDATE INTERVIEW PREP GUIDE

The purpose of this guide is to help you understand the interview structure, familiarize you with some of the potential interview questions, and help you feel acquainted and comfortable with the actual process.

óki, negha dágondíh,  
je aa haanach'e, kwékwé,  
tân'si, âumba wathtiché,  
dàní'tã-da, edlánete-a,  
boozhoo, tawnshi, aba  
washded, kiʔsuʔk kyukyit,  
tungasugit,

Welcome!

We are always seeking talented and driven individuals from Indigenous communities across Canada to join our team and contribute to our mission of fostering growth and development in ATCO's Structures.

We value your experiences, commitment towards the community, and your perspective, which will help us to continue to build in the communities we work with providing the essentials.

### **HERE ARE SOME TIPS FOR A SUCCESSFUL INTERVIEW**

- Don't be shy to bring in your cultural practices and feel free to greet the interviewer (remember interviewer and interviewee are both learning from each other)
- No experience is small, feel free to talk about the projects that you did within your community ex helped a friend build a picnic table, and fixed any plumbing or electrical issues at your sibling's place.
- Not all projects end up being successful, we all learn from our failures, feel free to talk about any experience you had in managing a project.
- It is okay not to have experience with certain tools or skills, be honest and let the interviewer know.
- Do not hesitate to ask any questions such as work timings, Job expectations, and location, and if there are any concerns feel at ease to highlight them in the interview.
- Remember passion over perfection, we hire for attitude and candidates who are willing to learn and grow.

### **INTRODUCTIONS**

1. The interviewer will start the Introduction, give you an Overview of the Position, and walk you through the Interview Process
2. As a Candidate introduce yourself by mentioning your work experience, any trade-related projects at home or in the community any experience with tools/ power tools – ex used a drilling machine, power saw for cutting, hammer, etc.
3. ATCO is proud of its cultural diversity, feel free to learn more about us at [www.atco.com](http://www.atco.com) and you can share in an interview what interested you in applying with us
4. If you have worked with us previously, let the interviewer know where and how long you worked for

### **SAMPLE INTERVIEW QUESTIONS**

1. Tell us about your experience in trades, and what got you interested in applying for a production worker role.
  
  
  
  
  
  
  
  
  
  
2. Tell me what you know about ATCO and why you would like to join us.

### **SAFETY-RELATED QUESTIONS**

The production worker role is a safety-sensitive role, that requires Personal Protective Equipment (PPE), using power and hand tools.

Can you tell us about a time you were in a safety-sensitive role , what was the project, what tools did you have to use .

### **SAMPLE QUESTIONS:**

1. Give us an example of a role that was safety-sensitive, what safety measures did you take (made sure you had the right PPE, safely handling tools such as hand and power tools, hammer, etc.)
  
  
  
  
  
  
  
  
  
  
2. What is your understanding of safety at the workplace?

### **SAMPLE TECHNICAL QUESTIONS**

1. Do you have any experience reading blueprints? If so, please describe when and where you had to read blueprints.
  
  
  
  
  
  
  
  
  
  
2. Would you like to share any hands-on projects you worked on during your training at school or any DIY projects that you worked on in your free time as a hobby.