



CITY OF BRANDON

Interview Preparation Guide

Helping You Put Your Best Foot Forward

Building Brandon. Together.

A candidate resource from the City of Brandon Human Resources Department

Welcome

Thank you for your interest in joining the City of Brandon.

We know interviews can feel exciting, challenging, and sometimes a little nerve-racking. Our goal is to provide every candidate with a fair, respectful, and welcoming hiring experience.

This guide will help you understand what to expect during the interview process, how to prepare, and how you can confidently share your experience and strengths.

REMEMBER

We're not looking for perfect answers. We're looking to learn about you, your experiences, and how your skills align with the role.

Before Your Interview

Review the Job Posting

Take another look at the posting and pay attention to:

- Key responsibilities
- Essential qualifications
- Preferred qualifications
- Required certifications or education
- Core competencies

Think about examples from your own experience that demonstrate each qualification.

Learn About the City of Brandon

Spend a few minutes exploring:

- Our Strategic Plan
- Our Values
- Our departments and services
- Recent initiatives
- Our website at brandon.ca

Understanding our organization helps you better connect your experience to the role.

Understand Behavioural Interviews

The City of Brandon primarily uses behavioural interview questions. These questions begin with phrases like:

- Tell us about a time when...
- Describe a situation where...
- Give us an example of...

We ask these questions because past experiences often provide the best indication of how someone may approach similar situations in the future.

DID YOU KNOW?

Depending on the role, the City may also use skill testing, scenarios, written assignments, or task analysis alongside the interview. Your recruiter will let you know what to expect.

The STAR Method

When answering behavioural questions, use the STAR framework to structure your response.

S Situation	What was happening? Set the context. Describe a specific event rather than a general description of what you usually do.
T Task	What was your responsibility? Explain your role.
A Action	What did you do? Focus on your individual actions rather than what the team did.
R Result	What happened? Share the outcome, what you accomplished, and what you learned. Include measurable results whenever possible.

Sample Question

Tell us about a time when you had to manage competing priorities.

Situation: “I was coordinating three recruitment campaigns while preparing for a career fair.”

Task: “My responsibility was to ensure all deadlines were met.”

Action: “I created a priority schedule, delegated administrative tasks, and communicated regularly with stakeholders.”

Result: “All campaigns launched on schedule, attendance at the career fair exceeded expectations, and feedback from hiring managers was very positive.”

INTERVIEW TIP

Don't tell us what you might do — tell us what you did. Even when describing a group project, keep the focus on your own contribution.

Preparing Your Stories

Before your interview, think about examples that demonstrate:

Leadership	Teamwork	Customer Service
Communication	Problem Solving	Decision Making
Adaptability	Initiative	Conflict Resolution
Organization	Safety Awareness	Continuous Learning

Aim to have two examples for each competency.

Examples can come from:

- Employment
- Volunteer work
- School
- Sports
- Community involvement
- Committees
- Personal projects

INTERVIEW TIP

Have a few examples ready that didn't go perfectly. Many behavioural questions ask how you handled a difficult situation — choose ones where you learned something or turned things around.

During Your Interview

Arrive Early

Plan to arrive 10 to 15 minutes before your interview.

Bring

- Government-issued identification (if requested)
- Copies of your resume
- Required certifications (if applicable)
- A notebook and pen

Listen Carefully

Take a moment before answering. It's perfectly acceptable to:

- Ask for clarification
- Request the question be repeated
- Take a few seconds to gather your thoughts

INTERVIEW TIP

Don't let a pause make you panic. A few seconds of silence while you choose the right example is completely normal, and the panel expects it.

Be Yourself

Interviewers want to understand your experience. Speak confidently. Don't assume the panel knows anything about your background, even if you're an internal applicant.

Avoid jargon or workplace shorthand the panel may not share. If you use a technical term, take a moment to explain it.

Be Specific

Rather than saying: *"We completed the project."*

Try: ***"I coordinated the schedule, communicated with stakeholders, and completed the reporting."***

If You Don't Have Direct Experience

That's okay. Share a similar experience and explain how the skills transfer to this position.

At the End of the Interview

You'll usually have an opportunity to ask questions. Good questions include:

- What does success look like in this position?
- What are the team's current priorities?
- What does onboarding look like?
- What are the next steps in the hiring process?

References

Most positions require work-related references. Choose individuals who can speak to:

- Your work performance
- Reliability
- Communication
- Leadership
- Teamwork

IMPORTANT

Always ask permission before listing someone as a reference.

If You Are Not Selected

Competition can be strong. Not receiving an offer does not necessarily mean you were not qualified.

We encourage candidates to request interview feedback whenever possible. Feedback can provide valuable insight for future opportunities.

STAR Practice Worksheets

Use these worksheets to build your examples before your interview. Print as many copies as you need.

Worksheet 1

Competency	
Situation	
Task	
Action	
Result	
What did I learn?	

Worksheet 2

Competency	
Situation	
Task	
Action	
Result	
What did I learn?	

Worksheet 3

Competency	
Situation	
Task	
Action	
Result	
What did I learn?	

Worksheet 4

Competency	
Situation	
Task	
Action	
Result	
What did I learn?	

Additional Resources

City of Brandon Careers

View current job opportunities and apply online at brandon.ca/careers.

Learn More About Us

Explore our departments, services, [Strategic Plan](#), and recent initiatives at brandon.ca.

Contact Human Resources

Our team is happy to answer questions about the online application process, accommodations, or the hiring process generally.

Human Resources Department, City of Brandon

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Good luck — we look forward to meeting you.

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