

What to Expect After Applying



Queen's
UNIVERSITY

Human Resources

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What to Expect After Applying

After you have submitted your application to a competition at Queen's, you will be sent a confirmation email acknowledging your application and providing information about what you can expect next. This information is helpful and is meant to increase your success during the selection process.

Hiring Committee

At Queen's, the hiring committee is a group of individuals who have different interests in the position being hired and always includes a specially trained Equity Representative. The committee is responsible for:

- Ensuring an inclusive process
- Reviewing applications
- Conducting interviews
- Conducting candidate testing
- Making hiring decisions

Application Review

Hiring committees typically review all application between one to four weeks from the time the job competition closes. Only applicants selected for an interview will be contacted.

Interviewing

There are different ways that the hiring committee will reach out to you to schedule an interview including through CareerQ, email, or phone. At Queen's, the number of interviews may vary. Some competitions require only one, while others require testing in addition to interviews. Interviews can be conducted over the phone or in-person. For certain roles, you may be asked to prepare a presentation on a relevant topic that will be delivered to the committee at some point during the interview process. The length of an interview may vary, but typically are between 45 to 90 minutes.

During the interview, the hiring committee will ask you a series of questions that will help determine if you are the right candidate for the role. It is important to carefully listen to each question and answer in a clear and concise manner. Allow the committee to lead the interview while being yourself and letting your personality come through. Ensure you pay attention to time. Answers that are too long or too short can make all the difference.

Behavioural Questions

Throughout the interview, the committee may ask about a situation you have handled in the past. This could include outlining what you learned from the situation, and how you would handle a similar situation in the future. Be sure that you understand the key theme of the question. Ask for clarification if needed. Provide an example of a related experience, your role, the key steps you took, and a clear result. It is important to note that although an example from a previous employer is best, other examples related to schooling, volunteer work, and even home situations are acceptable.

Situational Questions

The committee may present you with a hypothetical situation and ask how you would handle a situation like that in the future. Ask for clarification if needed. Although the situation hypothetical, it is likely something that will be encountered in the role. These questions will demonstrate your judgment and solution-based abilities.

Testing

Depending on the job you're applying for, there may be a requirement to complete an assessment or skills test. All testing is related to the requirements of the position you are applying for. This could include a software assessment (ie. Excel, Word, Outlook), writing assessments, computer programming abilities, and so forth. The timing of the testing can vary as throughout the process and may take place before or after interviews.

Interview Follow Up

After the interview period is complete, all candidates can expect to receive a follow up to their application indicating if they were successful or not. This may be delivered in various ways, including in-person, by email, or phone.

Employment References

In most cases, references will only be asked during the final stages of the recruitment journey. References should be individuals who will vouch for your character and work habits. You will typically be asked to provide this information from two current or previous supervisors and one current or previous colleague or client. The request for references does not represent an offer of employment.

Offer of Employment

If you are selected as the successful candidate, you will receive an email from CareerQ providing you with the necessary documentation to either accept or decline the offer. This will include a date by which you need to respond before the offer expires. Candidates may reach out to the hiring manager to discuss the offer in more detail and ask any clarifying questions.

Accepting or Declining an Offer

Your offer letter contains valuable information and instructions required to complete the process. You will either accept or decline the offer digitally through the CareerQ. Before the offer is finalized, you will need to send a signed copy of all documentation to the appropriate representatives, typically Human Resources.



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