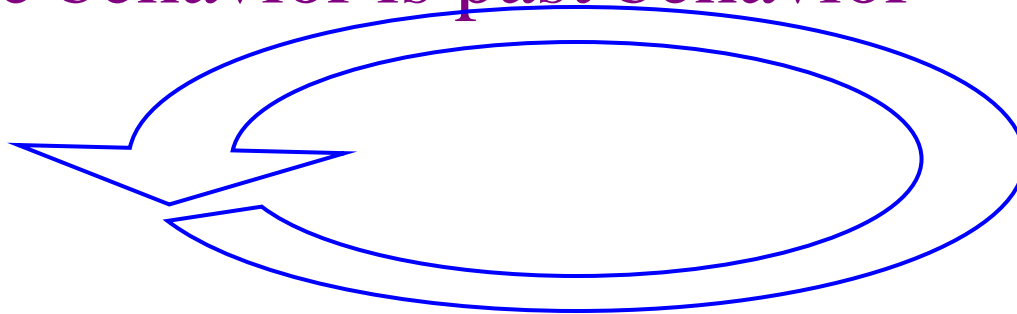




Behavioral Descriptive Interviews

Behavioural Descriptive Interview (BDI)

- Based on the principle of: The best indicator of future behavior is past behavior



WHY THE B.D.I.

- Is a provincial wide standard covering identified competencies. It focuses on the job **COMPETENCIES** and the job requirements...the factors that lead to success.
- Designed to minimize bias from the selection process. Decisions are based on behaviour...not gut feeling, outside biases and/or stereotypes.
- Has a consistent grading system
- Been in use for more than 20 years through EPS

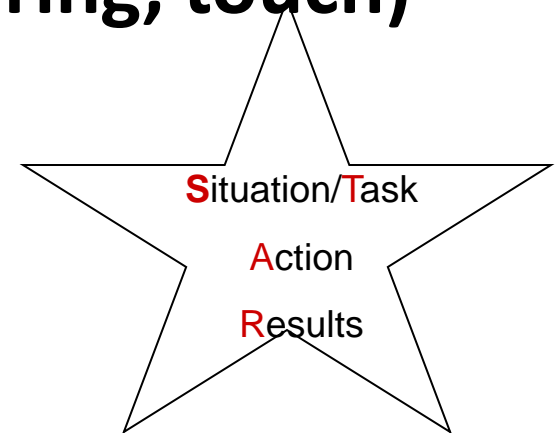
Interview Format

- **What will it be like?**
- **You will need to answer one question** (there are two) **for each of the six competencies.**
- **Your response must be a specific example in answer to the question.**
- **Remember to spell names**
- **You have between 7-9 minutes for each example**

Each event description should include:

STAR*

- A specific **Situation** (Setting, Date)
- A specific **Task**
- A response i.e. **Actions** and or feelings (senses, sight, hearing, touch)
- An outcome or **Results**
- You are the **STAR**
- **Lots of “I” statements**



Situation – Where were you? When were you there?
What were you doing?

Task – what duties did you actually have?

Action – what actions did you or others take? (be aware of names and titles)

Result – what was the end result of the whole scenario

Positive or Negative – Final outcome, did you learn anything from the experience?

You must paint a clear picture of a particular experience, detailing how you handled the situation, and indicate what the end result was.

The ideal response will let the listener ‘live’ through your experience with you as you recount what occurred.



Paint the picture

COMPETENCIES

- 1. Adaptability/Decisiveness**
- 2. Initiative/Perseverance**
- 3. Interpersonal Skills**
- 4. Organization Skills**
- 5. Stress Management**
- 6. Valuing Service and Diversity**

- All competencies are presented in the same order as listed on the joineps.ca website
- Consider the best dictionary definition of each competency

HOW DO I START?

- 1. Document examples & experiences that demonstrate these characteristics in a positive manner.**
- 2. We suggest you prepare at least (2 or 3) examples for each competency.**
- 3. Retrieve experiences from your past (3-5 yrs) in relation to:**
 - Work experience**
 - School & volunteer**
 - Life experiences – family/social**



Tips for preparing

❖ Outline examples into STAR format

Document examples & experiences that demonstrate these characteristics in a positive manner. Start full story, work your way to point form and then to full memorization (STAR).

- ▶ Practice in front of the mirror, video yourself, find “**objective**” people to practice with and time it!
- ▶ Compose a mock interview
- ▶ Practice tailoring to different questions
- ▶ Use people other than family/friends if possible

TAILORING EXAMPLES TO COMPETENCIES

- Each example should be able to target multiple different competencies
- Take time prior to answering the question to ensure you are using your best example
- When composing your examples write which example is primary to your example and have a secondary example for each as well

Ensure Your Success!

Preparation and practice of your responses to anticipated interview questions is critical!

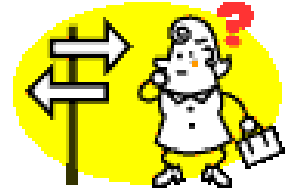
****Remember no notes are allowed in the interview****



COMPETENCIES

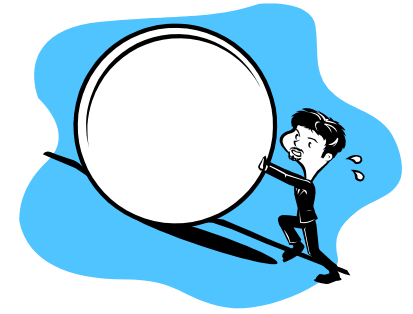
1. **Adaptability/Decisiveness**
2. **Initiative/Perseverance**
3. **Interpersonal Skills**
4. **Organization Skills**
5. **Stress Management**
6. **Valuing Service and Diversity**

1. Adaptability & Decisiveness



- Ability and confidence to vary between being flexible and holding firm on a decision, depending on what the situation requires,
- Showing leadership by adjusting one's approach to the demands of a particular task
- By taking and maintaining a position in a self-assured manner.

2. Initiative & Perseverance



- Ability to be willing to take action to address needs without being requested to do so,
- Staying on task to completion, particularly in the face of obstacles or other trying circumstances.

3. Interpersonal Skills



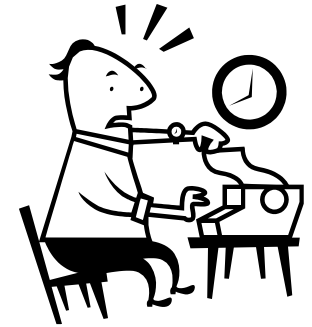
- Ability to work effectively with different people and teams of people by putting others at ease,
- Acknowledging diverse opinions, addressing relevant concerns, minimizing conflict, promoting harmony,
- Cooperating with others and working toward consensual solutions to achieve the groups objectives.

4. Organization Skills



- ▶ Ability to identify and set priorities, to plan and effectively allocate appropriate resources,
- ▶ To attend to detail so that relevant issues are addressed and high quality outcomes result.
- ▶ How do you **STAY ORGANIZED?**

5. Stress Management



- Ability to work well under pressure or opposition, while maintaining effectiveness and self control in the midst of any one or combination of stressors, including emotional strain, ambiguity, risk to self and fatigue.
- How do you deal with the stress in your life?

6. Valuing Service and Diversity

- Ability to be sensitive to client and community needs and perceptions by providing prompt, efficient and equitable service,
- involving clients and community in the resolution of problems that affect them.
- Sensitivity to the diverse Social, Cultural and Ethnic Groups within our culture.



REVIEW

- ▶ **Keep to the STAR format**
- ▶ **Dates first. Experiences from last 3 – 5 years**
- ▶ **Names of people (first and last name)**
- ▶ **“I” statements should be heard throughout**
- ▶ **Specific example only – concise and chronological form**

BE AWARE!

- ▶ If you are successful in this interview, your application will proceed to a **background investigation**.
- ▶ During this stage, the background investigator may **verify your examples** for accuracy and consistency. In addition, examples may be subject to review during the **polygraph examination**.
- ▶ It is imperative that you **be totally honest** in your responses. Embellishments or omissions will **negatively impact your success in the selections process**.

Common General Interview Errors:

- Tardiness. Always get there 10-15 minutes early.
 - (15 mins early is on time and on time is late)
- Poor personal appearance (clean cut/shave)
Business attire
- Lack of tact and/or over-confidence – swearing, inappropriate language
- Lack of interest and enthusiasm.
- Lack of **preparation** for interview.
- Not answering the question



COMING IN AND GOING OUT STRONG

- Hand shake and a smile on the way in
- Remove objects that will cause fidgeting
- Maintain good posture and eye contact
- It's ok to drink water
- Hand shake and smile on the way out
- Try not to be defensive
- Listen with an open mind
- Try to gain something from the experience

- ▶ Recruiting and Selection Unit
- ▶ Howie.McCann@edmontonpolice.ca
- ▶ Darren.Zimmerman@edmontonpolice.ca