

Sherbrooke Lake Camp - Job Application Handout

Do Your Research & Prepare

- 1. If you are interested in a company or specific job, begin by doing your research (learn about their mission statements, values, policies, listen to podcasts, read research articles, etc.)**
- 2. Check Employment links and social media regularly to keep up to date on job postings**
- 3. Become familiar with the hiring timelines and when deadlines close (date/ time)**

Applying for Jobs

1. Do your homework

- Read the job advertisement carefully to determine if you are qualified.
- If you are qualified, prepare to make your application by doing the following:
 - Separating the Required and Desirable qualifications in the ad
 - Circling the keywords in the job ad
 - Researching the company (for example Sherbrooke Lake Camp)
 - Collect relevant and helpful information which is often found on their websites (ie., mission statements, core beliefs/ values, policies, etc.)
 - Familiarizing yourself with the application process and assembling any required documentation

2. Prepare and submit your completed application on time

- Follow the application process and application deadline to the letter
- Write a cover letter/application/etc. that:
 - Cites the job title (ie., CIT or Camp Counsellor)
 - Is clearly dated prior to the application deadline
 - Includes your contact information
 - States that you meet (and hopefully exceed) the stated requirements for the job
 - Provides evidence of how you meet (and hopefully exceed) the stated requirements for the job AND also any desirable qualifications that you have
 - Addresses the keywords that you identified in the job ad by outlining pertinent experience, education and credentials that enable you to do the job

- o Clearly communicates your commitment to excellence, inclusiveness, diligence and flexibility as an employee and your willingness to contribute to camp life
- o Makes reference to pertinent camp policies, documents, etc. and thereby demonstrates that you have researched the company
- o Offers to provide additional information and/or documentation, upon request
- o States that you would welcome the opportunity to interview for the position
- o Highlights any pertinent accomplishments that may be of interest to the Hiring Team

Interview Process

1. Prepare for the interview

- Do your homework by looking up important information on their website (mission statements, policies, etc)
- Review your own resume and cover letter
 - o Formats are available on Google Docs!
- Be prepared to answer different interview questions (information; scenarios; behavioral)
- Use the STAR method to prepare some answers to behavioral questions that tell about specific situations you have been in, the task that you had to complete, the specific actions that you took to complete the task, and the results of your work
 - o S - Situation
 - o T - Task
 - o A - Action
 - o R - Result
- Focus on your experience and how you can showcase it in the interview by relating specific STAR examples:
 - o How did you positively interact with campers?
 - o How did you develop leadership skills and what you did to take initiative?
 - o How did you manage challenging behaviours or situations (ie., COVID-19 or campers) ?
 - o How did you meet the needs of a diverse group of campers / renters/ visitors?
 - o How did you implement a new program, procedure or policy?
- Practice preparing draft responses to interview questions (half-hour for 6-10 questions)
- Practice answering interview questions with colleagues, friends or family members - you can also ask any of your references to support you with this.
- Prepare a copy of your application, cover letter and resume (and portfolio or other supportive documents, where appropriate) to bring to the interview.
- Prepare the questions that you are going to ask the Hiring Team (always have a question to ask them in your back pocket).

- What does training for this position look like?
- Are their leadership opportunities in this role? What can those entail?
- How does the perfect candidate prepare for this role?

2. Ace the interview

- Dress professionally
 - Long hair is recommended to be neatly done or tied back so to not cover your face
 - Avoid wearing logos or obvious brands into the interview
 - Encouraged to wear dress pants - avoid spandex and jeans
 - Loud accessories can be distracting
 - Wear comfortable clothing and footwear so you can focus on the questions
 - Bring deodorant and gum for comfort - dispose of prior to interview
 - Bring water in with you
- Arrive a bit early and bring any required documents with you
- When you get in the interview, introduce yourself & your pronouns to the members of the Hiring Team and listen carefully to their directions for the interview, especially how much time is allotted for it to be completed. Use every second wisely.
- **WHEN YOU GET IN THE INTERVIEW, ANSWER THE QUESTIONS!!!** Be direct, specific and summarize your answer at the end of each response. Use the STAR Method. Give specific examples from experience as much as possible. Address each section of the question, if the question has two parts be sure to answer both. If you are given the opportunity to skip and return to a question be sure to practice that but make sure to return to the question at the end.
- If something is not clear about a question (a word, phrasing, etc), ask the Hiring Team for clarification before you answer the question during the interview.
- When you are asked if you have any questions for the Hiring Team, say yes and ask your questions – questions that show you have researched and thought carefully about Camp
- Thank the team for the opportunity to interview and shake hands with everyone - as appropriate.

3. Dos and Don'ts

- Do prepare a separate application tailored specifically to each job posting: don't prepare generic cover letters or applications and then use them for different jobs.
- Do ensure that your application shows that you are a perfect match for the job: read the job description carefully and respond to the specific keywords in the ad.

- Do provide concise, informative, specific interview answers that directly answer the questions and show that you can do the job, starting tomorrow.
- Do reference relevant and key experiences and qualifications in your interview answers.
- Do demonstrate flexibility and a willingness to take on different leadership opportunities at camp, as per your qualifications and experience.
- Do indicate how you would contribute to the life of camp.
- Do wear professional clothing.
- Do carefully consider your on-line presence and how it will appear to the Hiring Team.
- Don't arrive late for the interview.
- Don't arrive for the interview in casual or inappropriate clothing.
- Don't appear for the interview unprepared, without doing your homework.
- Don't start the interview by stating what you are and are not willing to do.
- Don't give long, rambling answers that consume time but fail to answer the questions.
- Don't fudge or embellish your credentials and experience. Be forthright and honest.
- Don't answer questions with vague descriptions of how you might do the job: tell the Hiring Team exactly how you will fulfill the job requirements and exceed them. Think of specific, measurable and timed interventions.

Sample Interview Questions

1. Who is your best friend? How would you describe them? How would they describe you?
2. Teach us something, a game, skit, joke, or song.
3. Tell me about a time that you faced a challenging or stressful situation. How did you handle it?
4. Who is a leader or role model in your life? What are some of their traits you admire? (In your community and/ or outside of your community).
5. Who is the most important member on staff? Why?
6. Do you prefer to work in a team environment or a solo environment? Why?
7. What is a leadership skill you want to develop this summer?
8. Describe a difficult situation that you encountered last summer, describe how you handled it, what you learned from it, and how you will apply what you learned to your job this summer.
9. Tell us the specific steps you would follow when responding to behavioral outbursts with campers.

10. What made you want to be a Camp Counsellor?
11. Tell us about your leadership values and how you live those values everyday.
12. What kind of responsibilities, expectations, and stresses do you think will come with the job of being on staff? How do you deal with the stresses?
13. What's the most important thing you remember about a counselor or role model that you'd like to emulate?
14. Describe your values. What type of a person are you? Why would your values be an asset to Sherbrooke Lake Camp and to our camp and your co-workers?
15. In your opinion, why do we have policies/rules/community standards? What should happen when those are broken?
16. Tell us about your experience with other jobs/ extracurriculars/ coaching/ volunteering/ tutoring/etc. What skills have you developed through these experiences and how would you use these skills at camp?
17. Tell us why you are the best candidate for this job and why we should hire you for the position.
18. Do you have any questions for me?