Career Path: From Interviews to Promotions

Practical Tips for Municipal Professionals

Rob Adams CAO Town of Erin Zone 2 AMCTO Oct 4th, 2024



AGENDA

- 1. Preparing for Interviews
- 2. Answering Behavioural Questions with Storytelling
- 3. Making a Great First Impression
- 4. Delivering Presentations during Interviews
- **5.**Positioning Yourself for Promotions
- 6.Building a Career Path with Your Manager



Preparing for interviews



Research



Anticipate



Communicate Strengths



Preparing for Interviews

Research the Organization & Role:

- Understand the role's requirements
- Know the organization's culture, goals, and values



Preparing for Interviews

Anticipate the Questions:

- Review common interview questions for your field
- Prepare thoughtful responses with examples



Preparing for Interviews

Know Your Strengths:

- Identify your key competencies and how they align with the role
- Use your strengths to frame your responses



Storytelling in Interviews





Why Storytelling Works:

Engages the interviewer

Makes your answers memorable



STAR Method for Behavioural

Situation: Set the Scene

Task: Explain your Responsibility

Action: Describe what you did

Results: Highlight the outcomes

Practice Your Stories:

Use real-life examples

 Tailor stories to the job you're applying for



Answering Behavioural Questions





Techniques to Keep in Mind:

- Listen to the entire question before responding
- Structure your response using the STAR method
- Stay positive, even when discussing challenges or failures



Common Behavioural Questions:

"Tell me about a time when you dealt with conflict."

"Describe a situation where you had to meet a tight deadline."

"How have you managed a difficult team member?"



Making a
Great First
Impression





Before the Interview:

Arrive early and be well-prepared

 Dress professionally and appropriately for the organization



During the Interview:

- Greet everyone warmly and confidently
- Use open body language and maintain eye contact
- Smile and show enthusiasm for the role



After the Interview:

 Send a follow-up email thanking the interviewers



Presenting During an Interview





Why Presentations are Important:

Showcases your communication skills

Demonstrates your expertise and preparedness



Tips for Great Presentations:

- Know your audience and tailor your content
- Practice ahead of time to ensure smooth delivery
- Keep slides clear and concise, focusing on key points
- Engage your audience by asking questions or inviting input



Positioning
Yourself for
Promotions





Positioning for Promotions



Show Initiative



Develop Key Skills



Build Strong Relationships



Show Initiative:

- Take on additional responsibilities beyond your role
- Volunteer for projects that align with organizational goals



Develop Key Skills:

- Focus on leadership, communication, and decision-making skills
- Continuously seek professional development opportunities



Build Strong Relationships:

- Network internally and externally
- Collaborate effectively with colleagues across departments



Building a Career Path with Your Manager





Building a Career Path



Regular Check-ins



Ask for Feedback



Develop a Career Plan



Regular Check-Ins:

- Schedule career development conversations with your manager
- Discuss your career goals and potential opportunities within the organization



Ask for Feedback:

- Seek constructive feedback to identify areas for growth
- Use feedback to set professional development goals

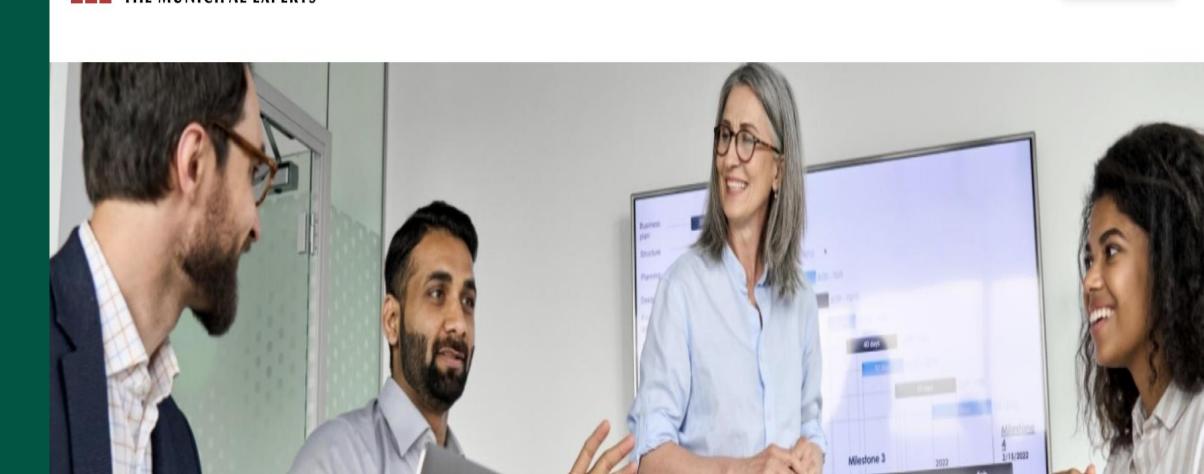


Develop a Career Plan:

- Work with your manager to identify the steps required for advancement
- Set clear, measurable goals and timelines



AMCTO Mentorship Program



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Be proactive in setting up your career plan





Conclusion
and Key
Takeaways





Prepare for interviews with research

Answer questions with Storytelling

Use the STAR method for behavioural questions

Make a positive and lasting first impression

Show initiative to drive promotion

Develop key skills towards promotion

Build strong relationships and network

Build a career path with support from your manager

Be proactive: "Its your career"

Thank you Questions

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