

Career Path: From Interviews to Promotions

Practical Tips for Municipal Professionals

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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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Mentorship Program

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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