

Answering Interview Questions Using The PAR Technique

PART 1: Prove your fit

The interview is an opportunity to show to the potential employer why you are the best candidate for the position. Having an understanding of what the required qualifications are for the position will help you tailor your answers to show how your experiences and credentials match that of the employer. Creating a chart like the one below will assist to clarify how you exactly meet the key qualifications of the job.

Skill/Qualification	Your Experience	Specific Example
Write a list of the key skills/qualifications from the job posting.	Record your experiences, information or tools utilized that relates to skill/qualification. <ul style="list-style-type: none"> ▪ Education/Courses ▪ Work/ volunteer experience 	Provide a detailed example that illustrates how you meet the qualification.

PART 2: The P-A-R Technique

An effective technique for dealing with many interview questions, including behavior based questions, is telling a story. The P-A-R technique helps you tell a story drawn from your experience that will highlight your relevant skills.

Problem	Outline a problem or situation and how it relates to the question that was asked.
Action	Describe the actions you took in detail to deal with the problem or situation (the heart of the story – your thought process is displayed – your attitude, knowledge, judgment, logic etc). Use the word “I”.
Result	The result – positive outcome. Try to quantify the outcome using percentages, numbers etc. It shows perspective.

Common questions to prepare for:

- Tell me about yourself.
- What is your major strength/weakness?
- What do you know about this organization?
- Why do you want to work for this company?
- Why should we hire you?
- How does this job fit in with your overall career goals?