

# Behavioral Descriptive Interview Workshop

Welcome

EDMONTON  
**POLICE**  
SERVICE

# Behavioural Descriptive Interview (BDI)

Based on the principle of:

The best indicator of future behavior is past behavior.

# Why the BDI?

- 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.
- Has been in use for more than 30 years throughout the EPS.



# Interview Format



- **What will it be like?**
  - very structured interview
  - we aren't allowed to ask probing questions
  - it's up to you to drive the response and tell us what you think we need to know
- You will need to answer one question for each of the six competencies.
- Your response must be a specific example in answer to the question.
- Ideally you should be between 7-9 minutes for each example

## Each event description should include:

- A specific **S**ituation (Setting, Date)
- A specific **T**ask
- A response, **A**ctions and or feelings
  - Senses: smell, sight, hearing, touch
- An outcome or **R**esult.



# STAR Format

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

**Task** – What duties did you actually have?

**Action** – What actions did you take? (Use descriptive words)

**Result** – What was the end result of the whole scenario?

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

# Examples

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.

Interviewers cannot ask leading questions beyond the question for competency.

Don't assume that the interviewers know anything about what you are describing to them. They cannot put their own experiences into your answer.



## Competencies

The competencies are presented in the same order as listed on the **joineps.ca website**

We have 2 questions prepared for each competency. You only have to answer one. If you choose to go to the second question on a competency we will not go back to the first.

You cannot pass on a competency and come back to it later.







## Preparation – How do I start?

Document examples and experiences that demonstrate the competencies in a positive manner.

We suggest you prepare at least 2 or 3 examples for each competency.

Retrieve experiences from your past in relation to:

- Work experience
- School & volunteer
- Life experiences
- Family/social
- Sports

If you are stuck for an example, consider the best dictionary definition of the competency



# Tips for Preparing

Outline examples into the STAR format

- **Start full story, work your way to point form and then to memorization (STAR).**

Practice in front of the mirror, video yourself, find “**objective**” people to practice with and time it!

Use people other than family/friends if possible

Compose a mock interview

If possible try to have someone write down your example as you give it to them. (Be aware of your talking speed)

# Tailoring Examples to Competencies

Each example can possibly/ should be able to target multiple competencies. However, focus your example on the competency in question.

Take time prior to answering the question to ensure you are using your best example; don't rush into answering.

# Tips for Preparing

## Ensure Your Success!

### **PREPARATION** and **PRACTICE**

of your responses to anticipated interview questions is critical!

\*\*\*\*Remember **NO** notes are allowed in the interview\*\*\*\*



# Competencies

- Adaptability & Decisiveness
- Initiative & Perseverance
- Interpersonal Skills
- Organization Skills
- Stress Management
- Valuing Service and Diversity



# 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 your approach to the demands of a particular task by taking and maintaining a position in a self-assured manner.

# 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.

# 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 and promoting harmony.

Cooperating with others and working toward consensual solutions to achieve the group's objectives.



# 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? What tools do you use?

# Stress Management

Ability to work well under pressure or opposition, while maintaining effectiveness and self control in the midst of one or more stressors, including: emotional strain, ambiguity, risk to self and fatigue.

How do you know you are stressed? What does it feel like?

**How do you deal with the stress in your life?**

(Not too emotional)

# Valuing Service and Diversity

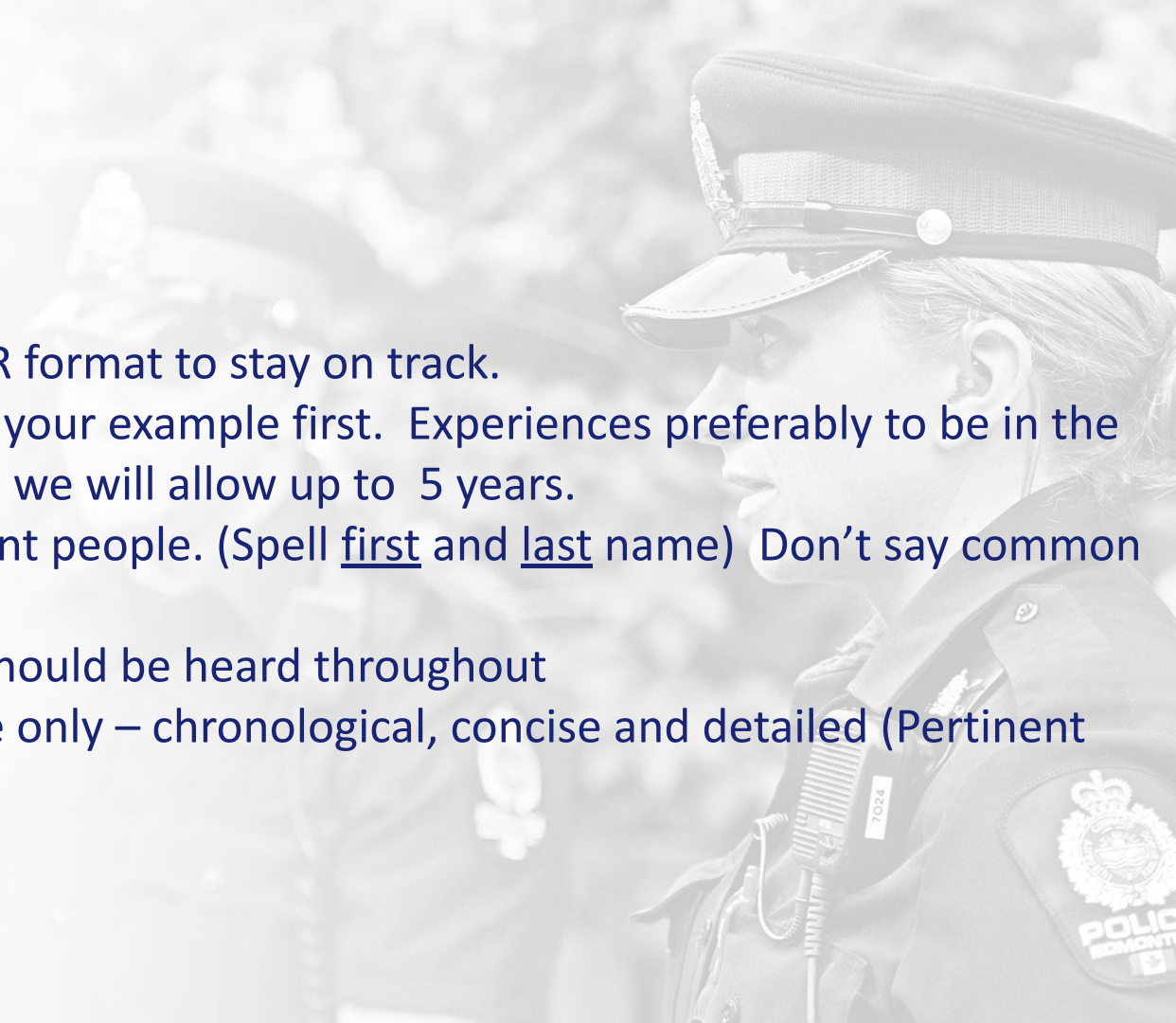
Ability to be sensitive to client and community needs and perceptions by providing prompt, efficient and equitable service.

Involving clients and community in the resolution of problems that affect them.

Sensitivity to the diverse social, cultural, ethnic groups or any marginalized people within our city.

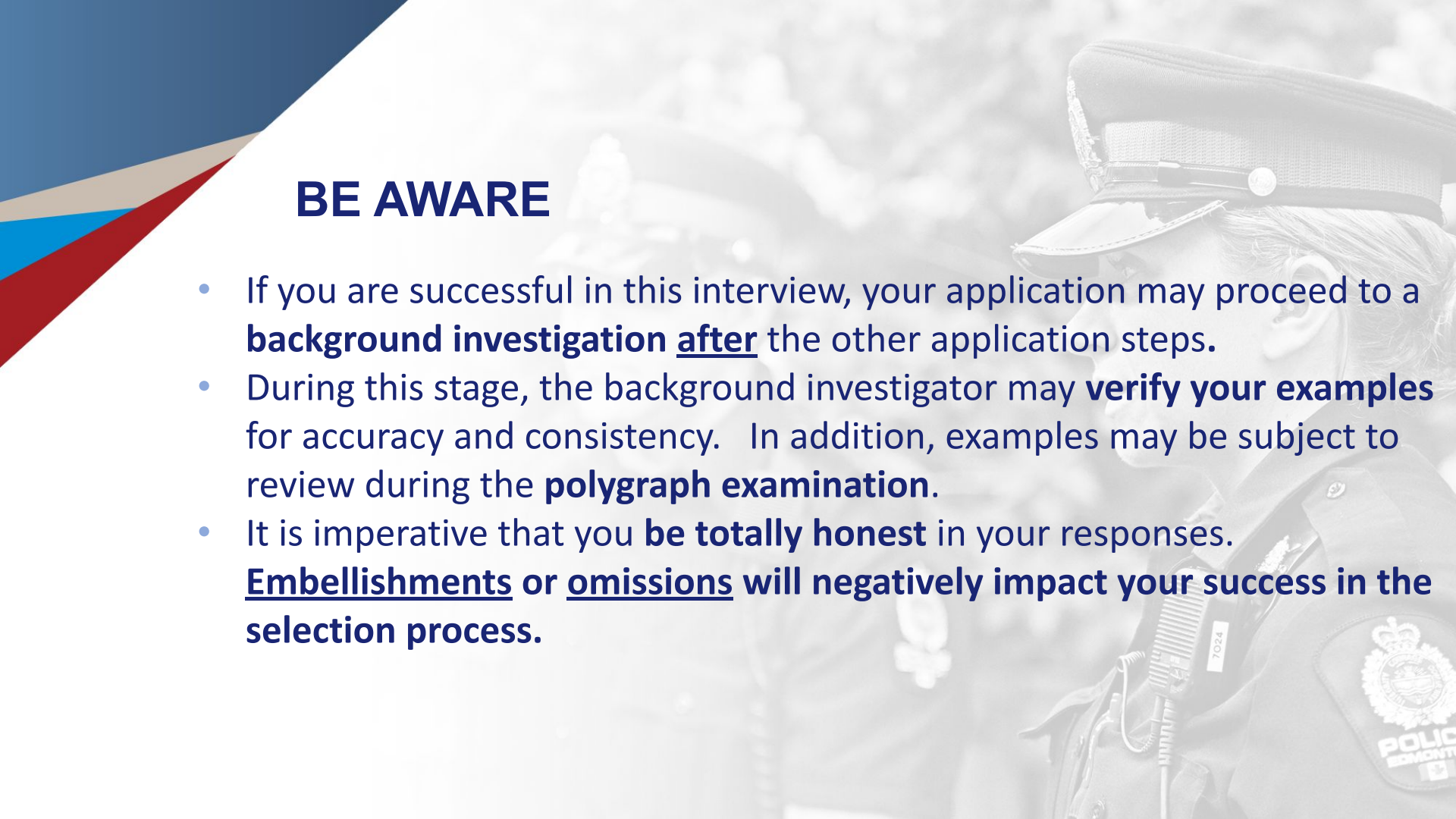
## Review

- Keep to the STAR format to stay on track.
- Give the date of your example first. Experiences preferably to be in the past 3 years, but we will allow up to 5 years.
- Names of relevant people. (Spell first and last name) Don't say common spelling.
- "I" statements should be heard throughout
- Specific example only – chronological, concise and detailed (Pertinent details only)





## BE AWARE

- If you are successful in this interview, your application may proceed to a **background investigation after** the other application steps.
  - 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 selection process.**
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## Common General Interview Errors

- Poor personal appearance.
- Lack of tact, over-confidence, swearing or inappropriate language.
- Displaying a lack of interest and enthusiasm.
- Not answering the competency question.
- Using the application process as an example is not suggested.
- Not going “deep” enough on your answers.
- **Lack of preparation for interview.**

## Come In and Go Out Strong!

- Handshake and a smile.
- Remove objects that will cause fidgeting.
- Cell phones must be **OFF**.
- It's ok to drink water. Have some nearby.
- Try to control your nerves/ show some personality.
- If unsuccessful, try not to be defensive and listen with an open mind.
- Try to gain something from the experience.





## **BDI Interviewers**

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**THANK YOU**

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