

Succeeding in a Virtual Speed-Jobbing Interview

Tool for Employers



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This document was designed to help you prepare for your interviews as part of the Virtual Speed-Jobbing event. Its goal is to provide you with practical guidelines and concrete advice so you can make the most of each meeting, despite the intentionally short format.

Your participation in this event is a strategic step that demonstrates your commitment to diversifying your recruitment practices and offering opportunities to bilingual and francophone talent across Canada. By taking part in this initiative, you not only strengthen your ability to identify qualified candidates, but you also contribute to professional integration and to the economic vitality of our communities !

Objectives of a Virtual Speed-Jobbing Interview

- ➔ Quickly identify whether a candidate should move forward in the recruitment process.
- ➔ Verify key criteria – skills, availability, motivation, and cultural fit – to avoid wasting time with unsuitable profiles.
- ➔ Provide every candidate with a fair, clear, and efficient experience.

Important reminders:

- ➔ Keep in mind that candidates have little time to prepare for Speed-Jobbing interviews, and the digital setting can add extra stress.
- ➔ Smile and reassure them by explaining the process you will follow.

Before the Interview: Preparation

ACTIONS	WHY IT MATTERS
Draft a clear, concise job posting: Outline required skills, experience, and education; briefly describe the company culture and values.	Helps filter applications, allows candidates to picture themselves in the role, and provides an objective basis for comparing profiles.
Define mandatory criteria: Technical skills, minimum experience, availability, bilingualism/English, etc.	Clarifies early on what will automatically disqualify a candidate.
Create a quick evaluation grid with 3–5 key axes: Technical skills, motivation, adaptability, availability, communication.	Ensures consistency and easy comparison between candidates.
Prepare a list of short, targeted questions.	Time is limited; go straight to the essentials.
Employer branding: Take care of your image (transparent communication, strong preparation, clear process).	Nearly 70% of candidates prefer companies that showcase their employer brand. It shapes the candidate's experience and strengthens your ability to attract and retain talent.

ACTIONS	WHY IT MATTERS
Technical check: • Test the video-conference tool beforehand (sound, image, connection). • Log in a few minutes early.	Every minute counts in a short interview: • Testing avoids technical issues that waste time or bias the evaluation. • Connecting early ensures professionalism, reduces stress for the candidate, and lets you focus on substance.
Mini evaluation grid: Identify 3 to 5 key criteria to assess candidates in a consistent way and help you decide whether to move forward in the hiring process.	Avoid forgetting or mixing up the impressions candidates leave on you.

During the Interview: Suggested 15-Minute Format

min. 1: Welcome

Greet the candidate and put them at ease (start with a quick icebreaker).

"How are you today?"

min. 2-3: Explain the format

Briefly present the company, the position, and the 15-minute pre-screening format. Stay supportive but focused. Take notes if possible.

min. 4-5: Profile & Skills

Check 1-2 essential skills for the role.

"What is your experience with ____ (tool / technology / task)?"

"Can you share an example where you demonstrated ____ (skill)?"

min. 6-7: Technical Deep Dive

Ask about a specific project or experience.

"Tell me about a project you completed or a similar task you worked on."

"How do you handle multiple priorities or tight deadlines?"

min. 8-9: Motivation

Gauge interest in the role/company.

"What interests you about this position / our company?"

"Why are you seeking a new job now?" (if currently employed)

"Why this role rather than another?" (if unemployed)

min. 10: Cultural Fit

Ask about work environment preferences or values.

"Do you prefer working independently or in a team? Can you give an example?"

"What are your core values?"

min. 11: Availability

"When could you start if selected?"

"Do you have any constraints I should be aware of regarding your availability?"

min. 12: Practical Aspects

"Are you available to work ____ (days, hours)?"

"Are you comfortable communicating in English/French? What is your level?"

min. 13: Candidate's Question

Allow one open question.

"Do you have any questions for me?"

min. 14-15: Conclusion

Explain the next steps in the process.

Thank the candidate for their time and interest.

What to Avoid:

- ➔ Vague questions ("Tell me about yourself"). They waste time.
- ➔ Asking too many detailed technical questions. Better suited to longer interviews.
- ➔ Being too rigid with your grid. If a candidate doesn't check every box but shows strong potential, consider keeping them on a "reserve list."

Sample Quick Evaluation Grid

CRITERION	SCORE /5	QUICK NOTES	MOVE FORWARD? (YES/NO)
Essential technical skills			
Work experience			
Motivation / reason for applying			
Availability / schedule			
Communication & language skills			
Adaptability / teamwork			
Overall impression			

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