

VOLUNTEER CENTRE

POSITION : INTERVIEWER

The Montreal YWCA Employability Service programs offer services for women seeking employment, which include practice interviews for participants. These interviews allow women to put the skills they learned at theoretical workshops into practice and perfect the way they perform at interviews in front of employers in order to increase their chances of finding a job.

We seek men or women to offer these filmed practice interviews a few days per year.

Key tasks and responsibilities

- Playing the role of an employer or human resources agent.
- Playing the role of an interviewer for each participant.
- Following a list of specific questions and taking down answers and comments about participants' performance.
- Sharing impressions and comments with the person in charge of interviews, if so desired.

Position requirements

- **Knowledge:** Must be bilingual, English-speaking or French-speaking (depending on whether you are assigned to an Anglophone group, Francophone group, or both) and have experience in human resources or staff recruitment.
- **Practical Skills:** Must be able to play the role of an interviewer, ask prepared questions and take notes during the interview.
- **People Skills:** Must show professionalism, patience, respect and interpersonal skills.

Volunteer conditions

- Must be available 4- 6 days a year
- Must meet the Volunteer Centre manager for an interview.

Type of position and schedule

Occasional, on-call position. 4 or 6 requests per year on weekdays, between 9 and 5 (usually either the morning or the afternoon)