Speed Interviews

# Project Description

The Halifax Partnership began the design and implementation of 4 speed interviewing sessions back in 2013. The aim was to connect highly skilled immigrants with small and medium sized enterprises (SMEs) in key growth sectors that have current labour needs.

Traditionally, face-to-face and panel interviews were the standard. In recent years, telephone, group interviews and online video have become more common. Employers are using speed interviews to sort through the many qualified candidates quickly.

A speed interview lasts between 5 and 15 minutes and allows the employer and potential employee to engage in a brief introduction and screening process. If there is a positive connection made during this rapid-fire interview session, then the participant may be chosen for a follow up interview.

With an approximate 2:1 ratio, it gives employers a chance to engage with 3-8 pre-screened, professionals over the course of an afternoon and gives job seekers the opportunity to meet between four and six industry leaders.

To further test the structure, we initiated a pilot speed interview focused on the insurance industry. We began with an interactive industry panel of four experts and a Q & A with participants. This was followed by the speed interviewing sessions where employers met with job seekers for a quick interview and then the organizers sent in the next round of job seekers to repeat the process. After the rounds finished, the participants and industry representative proceeded to a networking reception for refreshments and follow up conversations. The feedback from interviewers and interviews was positive so this was used as a 3-step structure to guide this project.

# Preparation and Delivery Elements

1. **Structure**

Each event consisted of a welcoming speech, guest speakers, a panel, short introductions, the speed interviews, and a networking reception. For each event, we invited speakers from RBC, Labour Market Advanced Education, and the Halifax Partnership to set the context and welcome everyone. Our targets included hosting 20 to 30 participants and 10 to 15 companies. Each event had a tailored invitation to companies, participants, partners, and funders. Our Marketing and Communications team played an important role in messaging and marketing. Our partners including ISANS, the YMCA Centre for Immigrants, the YMCA Enterprise Centre, the Atlantic Jewish Council and Pier 21 aided our efforts in finding professional immigrants from each high-wage, high-growth industry who were employment ready.

1. **Recruiting the participants for each speed interview**
	* Contacting each partner organization with invitations to apply for the speed interview
	* Reviewing Connectees’ resumes to ensure eligibility and professional standards.
	* Conducting intake meetings with all eligible clients including a screening interview and information sharing
2. **Recruiting Connectors and panelists for each speed interview**
	1. Reviewing the data base of industry leaders to find willing companies and organizations
	2. Emailing clients with a formal invitation and conducting follow -up phone calls
	3. Structuring the panels and/or introductions and providing direction for presentation and a follow up discussion
3. **Delivery of Event**
	* Confirming attendance and soliciting company information
	* Welcoming and registering all participants and interviewers including funders and special guests.
	* Moderating or supporting the moderation of the panel and/or Q & A
	* Coordinating all the participants so they are meeting the interviewers on time
	* Administering the surveys to both participants and interviewers and receiving less formal feedback regarding participants and the event
	* Hosting the follow- up reception and continuing to facilitate introductions and networking
4. **Post Event**
	* Reviewing survey feedback and incorporating into planning
	* Contacting participants by phone and email to see if they received interviews and/or had any job offers every month.
	* Providing the opportunity for interested interviewees to become part of the formal connector program and get introduced to a local Connector.

# TD Speed Interviews – 2018

**Description**

The Halifax Connector Program organized TD Speed Interviews in 2018 with 16 candidates at TD Canada Trust on Spring Garden road from 6 - 8 pm.

This event included a group project component, where candidates learned about the features of one of TD’s credit cards and presented its benefits to the rest of the group. The hiring managers were looking for people who can work together, collaborate, stand out with their communication skills and who embody TD’s core competencies.

The hiring managers suggested the Connectees arrive in business-professional attire, (e.g., dress shirts & ties, skirts & blouses, etc.) as they would for a regular interview.

When the candidates arrived, they met with several Hiring Managers. It was a great opportunity for them to make an excellent first impression through one-on-one interviews and work collaboratively with other candidates.

The candidates were provided with the framework of the event ahead of time along with the Customer Service Representative job description and practice interview questions. They were asked to bring in a paper copy of their resume to the event.

If any Connectee passed this round of speed-interviewing, TD contacted them directly to proceed with next steps.