

Module 6

Talking About Skills and Competencies

Produced with the collaboration of KnowledgeOne and
Le ministère de l'Éducation et de l'Enseignement supérieur (MEES).

Objective

This lesson will review ways to answer interview questions related to your skills and competencies.



Common Words

Vocabulary commonly used when talking about skills and competencies.

Common words	Mots communs
Strengths	Forces
Weaknesses	Faiblesses
Competencies	Compétences
Skills	Aptitudes
Knowledge	Connaissance
Field	Discipline
Domain	Domaine
Qualities	Qualités
Required	Requis(es)
Best	Meilleur

Common words	Mots communs
Failed	Échoué
Failure	Échec
Learned	Appris(es)
Learning	Apprentissage
According to	Selon
Determination	Détermination
Perseverant	Persévérant(e)
Creativity	Créativité

TIP

Visit the glossary for skills and competencies.

Common Words

Vocabulary commonly used when talking about skills and competencies.

Common words	Mots communs
Ask for help	Demander de l'aide
Good communicator	Bon communicateur
Great listener	Capacité d'écoute
Excellent writing skills	Avoir une belle plume
Hard worker	Travaillant
Analytic skills	Grande capacité d'analyse
Problem solver	Bon dans la résolution de problème
People skills	Aptitudes relationnelles
Conflict resolution	Résolution de conflit
Logical mind	Esprit logique/Esprit d'analyse

Common words	Mots communs
Strategic mind	Esprit stratégique
Resourceful	Débrouillard
Productive	Efficace
Organised	Organisé
Rigorous	Rigoureux
Adaptability	Adaptabilité
Flexibility	Flexibilité

TIP

Visit the glossary for skills and competencies.

What Are Your Strengths?

Quelles sont vos principales forces?
(What are your strengths?)

- “One of my greatest strengths is my creativity because I can develop many different concepts to present various aspects of the same product”
🔊 « L'une de mes plus grandes forces est ma créativité, parce que je peux développer plusieurs concepts différents pour présenter plusieurs aspects d'un même produit »

TIP

Be confident when discussing your strengths, avoid wording such as “I think I am”. Be assertive in your statements — if you don't fully believe in your abilities why should the recruiter? Choose a strength that is relevant to the particular job that you are applying to.

What Are Your Strengths?

Quelles sont vos principales forces?
(What are your strengths?)

- “I noticed in the internship posting that the position requires to be able to deliver high-quality work under pressure, and I can honestly say that this is one of my strengths.”
- 🔊 « J’ai remarqué dans l’affichage de poste que le stagiaire doit pouvoir exécuter du travail d’une grande qualité en étant sous pression, et je peux honnêtement dire que c’est l’une de mes forces. »

What Are Your Weaknesses?

Quelles sont vos faiblesses?
(What are your weaknesses?)

TIP

- Be honest.
- Show intent to break bad habits.
- Knowing your weaknesses is good, actively planning to correct them is better.

- “I can sometimes get too focused on a project and lose track of time. Although I like to finish tasks that I start, I need to work on my time management skills. I am now trying out setting timers for tasks to make sure I can get everything done that I need to.”

🔊 « Je perds parfois la notion du temps parce que je suis trop concentrée sur un projet. Même si j’aime finir tout ce que j’entreprends, je dois apprendre à mieux gérer mon temps.

Actuellement, j’essaie de programmer des minuteries pour limiter le temps passé sur chaque tâche, afin de terminer tout ce que je dois accomplir. »

What Are Your Weaknesses?

Quelles sont vos faiblesses?
(What are your weaknesses?)

TIP

- Be honest.
- Show intent to break bad habits.
- Knowing your weaknesses is good, actively planning to correct them is better.

- “I would like to be more organized because sometimes I find it difficult to keep track of all my projects. I am trying out a few borrowed techniques from my amazingly organized colleagues and I am getting better. For example, I use the Google Keep app to make a to-do list for each of my projects.”
🔊 « Je voudrais être plus organisé, parce que j’ai parfois de la difficulté à savoir où en sont tous mes projets. Actuellement, j’essaie quelques techniques proposées par des collègues qui sont très organisés et je m’améliore. Par exemple, j’utilise l’application Google Keep pour créer une liste des tâches à faire pour chaque projet. »

Job Posting Specific Skills and Competencies

It is best practice to review the job posting and pick out some of the required skills and competencies from the posting that you feel best represent your own skill set.





Unity Programmer Intern

Company Description

Our studio has created award-winning titles such as Jurassic World™: The Game and Dragons: Rise of Berk. With over 350 employees, 10 online games, and millions of daily users, Ludia delivers innovative games across different mobile and social platforms (iOS, Android, Facebook, and more).

Job Description

What is the challenge for a Game Programmer Intern at Ludia?

- Participation in program design and architecture.
- Assist with the coding of game systems
- Assist with the scheduling of programming activities on the project and completing programming tasks in accordance with schedule

Qualifications

Our ideal Candidate has:

- Game development experience in Unity.
- Fluency in C#.
- Positive attitude, interpersonal skills and the desire of learning more about technical subjects.

What Qualities, According to You, Are Required for This Job?

Selon vous, quelles sont les qualités requises pour cet emploi?
(What qualities, according to you, are required for this job?)

- “For this position, I think you need to have a strong desire to learn the design and architecture of your programs, as well as good people skills to work well with the different teams.”

🔊 « Pour cet emploi, je pense qu’il faut avoir soif d’apprendre le design et l’architecture de vos programmes, de même que de bonnes aptitudes relationnelles pour pouvoir s’adapter aux différentes équipes.»

TIP

Review their website and any other job postings to see if there are repeat attributes the company looks for in employees.

Why Do You Think You Are the Best Applicant for This Position?

Pourquoi pensez-vous être le meilleur candidat pour ce poste?
(Why do you think you are the best applicant for this position?)

- “Being a programmer, I think I can contribute to the success of the company because I am fluent in C# and Unity. Also, I am eager to learn and I always bring a positive attitude, which makes me easy to work with!”
- 🔊 « Étant programmeur, je pense pouvoir contribuer au succès de l’entreprise parce que je maîtrise C# et Unity. J’ai aussi une grande soif d’apprendre et une attitude positive qui fait de moi un collègue avec qui il est facile de travailler.»



Role-play Scenario

Watch the following video to see examples of how to talk about your skills and competencies. Follow along with the provided PDF scripts (**Scenario_M6**) in the resource section.

Marketing
Internship Posting

Project Manager
Internship Posting



Marketing Internship

Description

Score Promotions is an industry leader in Promotional Products, Promotional Items & Corporate Gifts.

We provide a unique approach to Branded Promotional Marketing by focusing on our clients' marketing objectives and cultural attributes. We act as a valuable extension to our clients' marketing departments adding creativity and product knowledge to the promotional merchandise for maximizing brand awareness. We have been in the industry since 1999 and service businesses all of North America.

The ideal candidate is someone who is creative, self-motivated and thrives in a fast-paced environment. This is a paid position with ample opportunities to learn and be mentored by the Director of Marketing, VP of Business Development and many other Senior Executives.

Internship Overview

After this internship you will be able to apply for jobs within your field with confidence and experience.

NEXT





Marketing Internship

As a Marketing Intern at Score Promotions

- Working with clients brand/logo
- Creating quotes and presentations
- Sourcing products
- Building relationships with suppliers
- Creation art proofs using Adobe Creative Suite
- Assisting with the copy writing of marketing materials
- Utilizing social networking opportunities to facilitate sales and increase brand awareness
- Trade show ideas, prospect awareness and set-up



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Marketing Internship

Qualifications

- Excellent written communication skills, particularly for a sales audience
- Keen eye for attention to detail
- High level of computer proficiency and demonstrable working knowledge of Microsoft Office
- Creative, innovative and willing to contribute ideas and professional opinion
- Strong sense of initiative and a “can do” attitude
- Ability to work independently and as part of a team
- Experience with the following applications: Photoshop, Adobe and QuickBooks is an asset



Project Manager Internship

Description

As a growing online management company that is young and active, we are always on the lookout for new emerging talent.

At this point, DULCEDO is looking for talented interns to join our Digital Influencer division team for the summer. What for? To join an exciting team and to apply what you've learned in school – but with cooler assignments. Last but not the least, to assist and work in collaboration with the rest of the Dulcedo Team – which includes a groovy Team Leader, a sweet PR Manager, a fashionable Booking team and a hilarious team of Creatives.

NEXT





Project Manager Internship

Your Role Would Include Working On These Cool Activities

- Project management of strategies and campaigns for our current network of talents
- Manage activities related to our campaigns, including influencer management, analytic tracking
- Influencer research and casting for campaigns



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Project Manager Internship

Our Ideal New Friend Would

- Have a Degree or Studying in related field (PR/marketing/business/communications, preferably master)
- Strong knowledge in Fashion and Entertainment
- Knowledge of managing influencers campaigns
- Have a big interest in Instagram and all social media (obviously)

Role-Play Video



Role-play Scenario Review



Catherine has talked about her strengths and her weaknesses.

The scenarios showed an example of how to talk about your strengths and weaknesses.

The applicant:

- Is striving to improve
- Identified a strength that is relevant to the job
- Used words from the job posting

Workshop Preparation

It is now your turn to prepare for this section of the interview. Find a job posting from your field:



- Identify two unique strengths and explain how they are relevant to the job posting
- Identify two unique weaknesses and explain how you are working to overcome them

Wrap-Up

You should now be able to:

- List and explain three strengths and three weaknesses
- Identify a time you failed and the lesson you learned
- Restate the competencies based on the job posting
- State why you are the best applicant for the position using aspects of the job posting





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THANK YOU

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