PRACTICE CARDS | WORK AND CO-OP | ALL STUDENTS

Interview practice cards

Eight common questions for a co-op or part-time job. Write a real example for each, then practise out loud.



HOW TO USE IT

1. Pick a real example from school, work, volunteering or home for each card.
2. Note what you did and how it turned out, in a few words.
3. Practise each answer out loud in about a minute. Cut the sheet into cards if you like.

1 Tell me about yourself.
My example: _____ How it turned out: _____

2 Why do you want this job?
My example: _____ How it turned out: _____

3 Tell me about a time you worked on a team.
My example: _____ How it turned out: _____

4 Describe a problem you solved.
My example: _____ How it turned out: _____

5 Tell me about a mistake and what you learned.
My example: _____ How it turned out: _____

6 How do you manage your time during busy weeks?
My example: _____ How it turned out: _____

7 What do you know about our organization?
My example: _____ How it turned out: _____

8 What questions do you have for us?
My example: _____ How it turned out: _____

JOB BANK'S FOUR STEPS

1. **Planning:** ask if there will be a test and how many people will interview you. Plan and rehearse answers.
2. **Materials:** know your training, skills and experience, and what you did and how.
3. **Interview:** arrive early. Ask for more explanation if you don't understand a question. Prepare a couple of questions that show you researched the company.
4. **After:** write to thank the interviewers, restate your interest and remind them of your qualifications, the same day if you can.

PRACTICE LOG	DATE	WITH
Round 1		
Round 2		
Round 3		

My two questions for the employer

TRY THIS

Record yourself answering card 1 on your phone. Listen once and cut anything that doesn't help.

CHECK

Every answer should include something you did, not just what the team did.

WHAT THIS SHEET LEAVES OUT

Salary talks, work permits and hours rules, and industry-specific technical questions. Your co-op office may run mock interviews.

WITH A PARTNER

One asks the cards in random order; the other answers. Swap after four, and say one thing that worked.

Sources (official pages, read on 2026-11-28): [1] Job Bank (Government of Canada), Preparing for an interview: https://www.jobbank.gc.ca/prepare-for-interview (checked 2026-11-28).