

Where to apply?

All vacancies are advertised on the Rivercity Inclusion website www.rivercityinclusion.ca/careers. There is additional information on each advert to assist you in completing the application along with general conditions of employment, benefits and much more. Should you require any support in completing your application please contact our team for help and advice at (250) 286-0391.

You may also send your resume by email to careers@rivercityinclusion.ca, alternatively you can post your application to 1153 Greenwood Street, Campbell River, BC V9W 3C5.

The selection process

Upon receipt of your application this will be reviewed and suitable candidates will be contacted by telephone for a short screening interview. At which you will be asked a few basic questions about your experience and availability. Should these answers meet the needs of the posting you will be invited to attend a Zoom interview, or face-to-face (where possible) interview.

Being prepared for your interview will help give the best impression of you and help you feel more confident. It will also enable you to gain a full understanding of the post you have applied for and how it may work on a daily basis.

Values / behavioural based questions are used at the interview to make the recruitment process as open and fair as possible by asking a series of questions that are relevant to the role and the philosophy of the organization. The values / behavioural based questions are in addition to the required competencies of the position.

What happens at the interview?

A values based / behavioural interview will be held to find out more about you and focus on your own values and how these match to the relevant position. For example your experiences and interactions with people etc. There will also be a focus on those competencies that are most important for a particular job.

What should I expect in the interview?

Values based / behavioural questions may be slightly different to the style that you're used to. They focus on past situations and your behaviour in those situations. Questions may start with "Please give me an example of when..." or "Please describe an occasion..." etc.

What will interviewers be looking for?

The interviewers will be looking for specific examples describing how you have approached certain situations. You will be asked to discuss the example in detail. It is likely that the interviewers will then follow up with some probing questions. They will be interested in the outcome of the situation, whether there was anything you learned from the experience etc. The interviewers may also want to ask you questions about the information you have provided in your application and some questions relevant to the role and working for the organization.



Before the interview - Ensure that you have Zoom downloaded and are familiar with how to use it. If you are attending an in-person interview, check that you have the correct location as Rivercity Inclusion has many different work sites. Be on time! If you are going to be late or cannot attend due to an emergency, please telephone our reception on (250) 286-0391 and let us know. If you need any accommodations at the interview please discuss this when called to invite you to attend.

Be Prepared - Research and learn about the organization. Look at the information on the website, research the role before you attend the interview. There will also be an opportunity for you to ask the interviewers any questions and it is advisable to think through these in advance.

Image - Wear something appropriate in which you feel comfortable. There is an appearance policy at Rivercity Inclusion but remember that if you are uncomfortable, it could hinder your performance. Remember to smile, make eye contact and most importantly be yourself.

Answers - Make sure that you listen to the question and keep your answers clear and focused. If you are unsure ask the interviewers to clarify what they are asking, to rephrase or if you can come back to that question at the end.

Qualifications - If the advertisement requires specific qualifications, you will be asked to provide copies of relevant certificates at the offer stage.

Under the Public Health Order our employees are required to be double vaccinated against COVID-19 or have a secured exemption. Proof is required to be presented for viewing either at interview or offer stage. Failure to present this may result in an offer of employment to be cancelled or postponed.

Thank you for your interest in working for Rivercity Inclusion and we wish you all the very best of luck with your application.

