

# Interviewing Tips

A job interview is a mutual exchange of information because it provides the candidate with an opportunity to both gain information about the department and position, and to discuss his/her own skills and career goals in relation to the job.

## Prepare for the Interview

- Review the Class Specification and Supplemental Job Description.
- Learn more about the department by visiting their web page.
- Review your résumé and be prepared to discuss your relevant skills.
- Decide who your references are. They should be a current or past supervisor, coworker, teacher/professor or associate who has knowledge of your work history, skills, abilities, accomplishments, initiative, education and integrity. Get permission to use their name in advance and collect their current contact information [including e-mail address]
- Bring extra copies of your résumé and a notebook.
- Dress for Success – Appearance should reflect maturity and self-confidence. Be neat, clean, and dress in good taste.
- Find out where the interview will be, obtain clear directions, and confirm the time. Plan to arrive 10-15 minutes early.

## During the Interview

- Relax! Think of the interview as a conversation, not an interrogation.
- Be enthusiastic, confident, courteous, and honest.
- Listen to the questions carefully and give clear, concise, and thoughtful answers.
- Convey interest in the organization and knowledge of the position.
- Ask relevant questions about the job or department.
- Present a list of your references and any letters of recommendation or reference that you may have to offer.
- End the interview with a firm handshake and thank the interview panel for their time and consideration.

## After the Interview

- Send a concise 1-3 paragraph thank-you letter within 24-48 hours of the interview. Reiterate your interest in the position, mention anything you know reinforces you as a good fit for the job, and your contact information.
- If you are not selected for the job, it is OK to politely ask an interviewer which areas[s] you could improve on in the future!



Interviewing candidates for a state position helps managers and supervisors determine three things before they make a hiring decision:

1. Can the candidate do the job?
2. Are you motivated to do the job?
3. Are you a good fit in the organization?

**Doing the Job:** Management wants to know if you possess the necessary knowledge and abilities to successfully perform the duties of the job.

**Motivation:** Management wants to know if you are interested in the job and if you will do the job with consistent effort.

**Organizational fit:** Managers want to know if your work ethic, values and goals are consistent with the organization, if you will be a team player, and how well you will work with the team.

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