



HAVING A SUCCESSFUL JOB INTERVIEW

The Three (3) Parts to Every Job Interview

1. **THE JOB** – The duties and responsibilities that need to be done
2. **YOUR QUALIFICATIONS** – Your *experience, training, education, knowledge, abilities, and/or personal qualities*
3. **INTERVIEW RATERS** – two or more individuals who will rate your qualifications and responses

Planning For Your Interview

- Have a good understanding of **THE JOB** and its duties
- Make a list of **YOUR QUALIFICATIONS** and examples to show how well you fit the job
- **PRACTICE** responses to commonly asked questions

Commonly Asked Questions

- ❖ Tell us about yourself
- ❖ Why do you want to work for the City?
- ❖ Tell us about your past work experience and/or training that may have prepared you for this position
- ❖ Have you encountered any problems or challenges at work and how did you deal with them?

Please Note:

- ❖ Interview raters should never ask about your race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.
- ❖ Departments may be unable to accommodate requests to reschedule, but will make every effort to do so.

Arriving To Your Interview

- Write down the exact **date, time, and place** of your interview. Do not rely on your memory or your phone. If you are unsure, ask questions.
- Dress neatly and present a professional appearance appropriate to the job.
- Leave in time to arrive at least 15 minutes before the appointed time. Unexpected emergencies, finding parking, or just finding your way around an unfamiliar location may take longer than you think.
- Bring your resume and any documents, degrees, and certificates.

» Turn off your cell phone and walk in for your interview with a positive attitude and a smile.

NOTE: The interview raters may not have a chance to review your documents (resume, degrees, certificates, etc.), but it never hurts to bring them along. Carrying your documents to an interview will make interviewers see your enthusiasm for getting a job along with your sense of responsibility and organizational skills.

During Your Interview

- **Highlight your qualifications and examples that show how you have put them to use.** The interview raters have a short period of time to evaluate your capabilities. Be sure to help them all you can by giving them the information they need to evaluate how well your qualifications fit the job.
- Ask the interview raters to repeat or explain any questions you do not understand. This may seem embarrassing, but it is better than answering the wrong question.
- At the **End of the Interview**, you may be asked if you would like to add anything. Interview raters may ask if there's anything in your background you want to disclose (i.e. experience, training, skills, etc.). If you believe that there is something **concerning your qualifications** the interviewers should know that hasn't been mentioned, this is your chance! This is also a good time to briefly sum up what you believe makes you a good candidate for the job.

» **Do not discuss your past arrests/conviction history. You will only be asked to disclose this information if you are given a conditional job offer.**

» **Do not discuss your confidential medical/personal conditions. You may discuss reasonable accommodations that you may need to do the job, if applicable, after you are given a conditional job offer.**



Contact your **Referral Agency** before your interview – they can help you with finding professional attire or preparing for your interview!