CANDIDATE ORIENTATION
ORAL INTERVIEW BOARD

You are scheduled to participate in an oral interview board for the position to which you have applied. In order for you to feel prepared for your interview, please review the following information.

INTERVIEW QUESTIONS
You and all of the other candidates participating in this board will be asked the same series of questions. The board facilitator will ask the questions. Three board members will take notes while you speak and will rate you in the following areas after you leave the interview:

1. job experience
2. job knowledge, skills, and abilities
3. other characteristics (e.g., interests, interpersonal skills, oral communication skills)

Remember, the questions in each of these three areas will all be relevant to the job for which you are applying.

PREPARING FOR YOUR INTERVIEW
We recommend that you read the job description for the position and imagine yourself being asked a question about each area of the job. For example, if you are applying for 911 Operator or Deputy Sheriff, the job description states “Must have the ability to deal with irate or upset people in crisis situations.” Think about when you might have had to do this in the past, in or out of a work setting. What was the situation, and how did you handle it? Or, maybe you are applying for an Auto Theft Detective position. Naturally, this position requires intense investigative work. Practice describing the various types of cases you’ve handled and how you’ve been effective.

As another example, perhaps you are applying for a position as a Clerk Typist in the Warrants Section. The job description states, “Must have experience filling and keeping detailed records.” Consider the times when you’ve had to do this on a job. If you’ve never done this on a job, maybe you’ve planned a wedding or a class reunion. What techniques did you use to stay organized? How did you make sure that you didn’t forget to do something? Some interviews also incorporate specific technical questions related to the position. For example, if a new law or policy directly effects the position, you may be asked a question about it in order to see if you’ve been doing your homework!

Sometimes candidates find it helpful to make-up mock questions. Have a friend ask you the questions and critique you on your responses. Practice saying your resources aloud, maybe even in front of a mirror or video camera. This will help you make sure you are projecting your voice, making eye contact, and not using any annoying habits, such as frequently saying “um.” Because this is a formal interview process, professional business attire is generally appropriate.

REMEMBER, this is your opportunity to explain to the board members why you have the qualities to do this job! Try to answer each question as thoroughly and completely as possible. Additionally, you may bring a brief resume (1-2 pages) into the interview if you think would be helpful. Good Luck!