

ORAL INTERVIEW TIPS

1. You are entering a comparatively conservative field - dress the part. A business suit is appropriate; however, if you do not own one, dress as professionally as you can. Don't forget that you should dress for an interview throughout the testing process. Remember first impressions are important.

2. Always shake hands with members of your interview panel, make eye contact, and smile (if it comes naturally). Be polite: say "Please" and "Thank you", "Sir" or "Ma'am". Speak with all of the raters when answering a question - do not limit your attention to the person who asked the question. Remember, they are evaluating you on your communication skills and professionalism.

3. One-half of communication is listening. Look at raters as they speak to you, and listen carefully to what they say.

4. Be prepared to respond to the following statement: "Tell us a little about yourself". This is your opportunity to sell yourself. Tell the panel about any law enforcement experience, military history, or college background, or relevant points of interest. This should be well-rehearsed and no more than three to four minutes in length.

5. You will probably be expected to tell the board how you would respond in certain situations. The raters know you have not yet been through an academy, but will expect you to answer as a police officer. The best thing you can do is to listen closely to the scenario, take your time thinking about the situation, and give a broad, common sense-type response. There are no right or wrong answers to this, merely an opportunity for the board to evaluate your communication skills, attitude and demeanor, as well as evaluate your judgment and reasoning abilities.

6. It is not necessary that you have law enforcement experience to be hired by our department. However, we want to be assured that you have thoroughly considered what the career entails. Investigate the position, and read the recruitment literature to familiarize yourself with the duties of a police officer, talk with police officers, consider doing a Ride-Along. Convince the panel that this is not a rush decision for you. Prepare yourself for the job.

7. When the panel tells you the interview is over and asks you if there is anything you would like to ask or add, never say "No". This is your last chance to let them know why you are the best candidate for the position. Use it! Let them know why you should be chosen to continue in the process. Do not simply repeat information you have already given in the interview. This is the time to bring up additional information that would be relevant to your qualifications.

8. As you leave the interview, shake the raters' hands again. Thank them for their time. Leave the panel with a positive attitude about you and your abilities.

QUALITIES THE POLICE DEPARTMENT IS SEEKING IN CANDIDATES

Integrity

Honesty

Dependability/Stability

Maturity

Ability to function within a strict set of rules & regulations

Ability to work without constant supervision

Self Control

Good Judgment

Ability to communicate in a clear, understandable manner

Common Sense

Self-confidence

Assertiveness

Motivation

Enthusiasm

Self-initiative

Flexibility/Adaptability

Ability to form a good impression

"Team Player"