



## Personnel Commission

### How to Prepare for an Interview

Use the following tips to effectively prepare for and present yourself during an interview, helping to increase your chances for job opportunities and promotions!

- Review the job description and job announcement.
- Questions will be related to the Knowledge, Skills, and the Abilities (KSAs) that are listed.
- Use the job description and job announcement to think of potential questions.
- Decide which parts of your background and work experience is most important to the position you are applying for.
- If speaking in front of others make you nervous: practice with friends, family members, or in front of a mirror.
- When answering questions be as concise and clear as possible.
- Do not use acronyms or slang.
- Listen carefully to the question.
- If you do not understand, feel free to ask for the question to be repeated for you again.
- If you know a panel member, do not try to hide it.
- Use your best judgement when deciding what to wear for your interview.
- Relax and look comfortable without slouching in your chair.
- Maintain an effective level of eye contact with panel members.
- Remember that this is an examination and **NOT** a hiring interview.
- Everyone will be asked the same questions in the same order.
- How you answer, the questions will determine your score on the interview.
- Provide **EXAMPLES** to the questions being asked.
- Keep in mind that the interviewers on panels may be from outside organizations, other school districts, retirees, or internal employees and do not know about your qualifications.
- They will not be able to look at your application or resume during your interview.
- Your interview will be scored based **ONLY** on the information you present during the interview.