



10 TIPS TO A GREAT INTERVIEW

Learn about the organization– *Use the internet as a resource and learn about the organization. If you want to change departments or divisions within the county, take the time to learn as much as you can by networking.*

Learn about yourself– *Write down your strengths and areas that you are working on in reference to the job you are interviewing for.*

Learn and prepare questions to ask– *Develop a list of questions based on your research. The level of your questions will help the interviewer know the depth of your insight and ability to do the job you are interviewing for.*

Prepare answers to common questions– *Prepare answers ahead about your educational background, character traits, management ability, suitability for the job, salary history and requirements.*

Prepare and rehearse– *Have a friend role play with you and do a mock interview.*

Be positive and make a good impression– *Maintain eye contact at all times, be friendly and open, be likeable and outgoing, and most of all dress professionally. Tell a story, people remember stories easier than direct answers.*

Stay on target– *Choose major points you want to make, be flexible enough to adapt to a normal conversation but don't lose track on the points you want to make.*

Know your weaknesses/opportunities– *Everyone has opportunities to grow. The question will come up about your weaknesses; remember to keep your answers positive and ensure you answer carefully.*

Avoid common mistakes– *Talk about your past positively and speak about the future. Don't blame others, chew gum, or look at your watch. Always say "thank you" and remember to find out what the next steps are the process are.*

You won- *Clarify the job description, salary, and benefits, prior to accepting a position.*