



The City of
OKLAHOMA CITY

APPLICANT TIPS

**Recording a One-Way Video Interview
for a Position with the City of Oklahoma City**

Preparing to Interview

- **Review the vacancy announcement.** Familiarize yourself with the essential job functions, job requirements, departmental preferences (if applicable), working conditions, and physical requirements of the position for which you will be interviewing.
- **Search the City of Oklahoma City's web site at www.okc.gov.** Review available information to familiarize yourself with the operations of the department/division for the position.

For example, one resource is the City's budget book which provides information about departments, organizational structures, strategic plans, etc., and is available at:

<https://www.okc.gov/departments/finance/financial-and-budget-reports/budget-and-tax-reports/budget-book-breakdown>

- **Review your work history, experience, and accomplishments.** Think about the relationship of your work history, experience, and accomplishments to the essential job functions of the position for which you will be interviewing.
- **Make a connection between the specific knowledge, skills, abilities, education, experience, training, certifications, etc., you possess and the job duties and responsibilities of the position.**
- **Think of past work experiences that best demonstrate your qualifications for the position.**
- **Think about situations you have faced, how you handled those situations, the outcomes of those situations, and what you learned from them.**
- **Identify your strengths.** Be prepared to discuss them as they relate to the position.
- **Create practice questions.** Think about how you will respond to those questions.

Think about open-ended questions based on:



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- **Knowledge:** Applicants may be asked to discuss their specific knowledge related to the duties and responsibilities of the position.

Example: Please describe your knowledge of regulations governing municipal accounting and tell us how you have applied that knowledge to work you have performed.

- **Experience:** Applicants may be to discuss prior positions and work performed that directly relate to the position.

Example: Please describe your supervisory experience including the number of employees you have supervised and their scope of responsibilities.

- **Background information:** Applicants may be to discuss their knowledge, skills, abilities, education, training, and prior work experience.

Example: Please describe your knowledge, skills, abilities, education, and professional experience as it specifically relates to this position. Be sure to include your most recent and relevant professional experience.

- **Hypothetical scenarios/situations:** Applicants may be to describe how they would respond to a work-related situation.

Example: You are responsible for working the front desk. A customer walks in and is extremely upset about having to pay court costs. How would you handle it?

- **Think about the desired or expected responses to questions from the hiring manager's perspective.** This will help you frame your responses.
- **Be prepared to provide an overview of your knowledge, skills, abilities, education, experience, training, and certification if asked to do so.**
- **Do not use acronyms or technical terms.** The terms may not be familiar to those viewing and rating your interview.
- **Practice your interviewing skills with a friend or family member ahead of time.**
- **It is very important you accurately communicate your relevant knowledge, skills, abilities, education, experience, and training when responding to the interview questions.**



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- **Be specific in your responses to the questions.** Be sure you answer all parts of the question. Your interview score will determine whether you proceed to the next step in the City's hiring process.

Before Recording Your One-Way Video Interview

- **Set up your recording space.** Find a quiet, clean, and professional-looking area where no one else is around to record your video interview. Any light should be facing you and not shining from behind you. Consider having a lamp on each side of your face so the interview rater can properly see you. Position yourself in the center of the webcam, and make sure all of your head, neck, and shoulders can be seen.
- **Test your webcam and microphone.** If you are using a computer to complete your one-way video interview, make sure to verify the microphone you are using before recording. Always play back your first recorded answer to make certain your audio and webcam are working properly. If you do not see yourself on the screen when recording, that means your webcam is not properly connected or verified. Do not make the mistake of continuing to record if this is the case. Fix the issue before continuing the interview.
- **Read the instructions.** It is always important to thoroughly read instructions provided to you, especially if you are about to do something you may not be totally familiar with. If you carefully read the one-way video interview instructions, you can avoid delays in completing your interview.

During Your One-Way Video Interview

- **Speak loudly and clearly.** To be given consideration, the interview rater must be able to follow and understand your recorded answers when viewing the one-way video interview.
- A great thing about one-way video interviews is they are convenient for both employers and applicants. You can complete your one-way video interview from anywhere via your mobile phone or from the comfort of your own home using a computer and webcam.

You should still be professional and treat the one-way video interview as if it were a traditional in-office interview. Dress appropriately. Be aware of your environment.



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Be aware of your posture and make sure you are sitting up straight to show you are confident and taking the interview seriously.

- **Be prepared.** Your preparation for a one-way video interview should be no different from how you prepare for an in-person interview. Rehearse your responses to the interview questions so you sound natural and sincere when you are ready to record.

Dressing for a One-Way Video Interview

- **Avoid white.** White clothing will appear brighter on camera and may overpower your face, potentially making eye contact difficult. Instead, choose darker colors and avoid patterns.
- **Avoid too much/flashy jewelry.** It is best to wear minimal jewelry for a video interview. You should also stay away from especially shiny jewelry that could catch the light on camera.

Questions?

If you have questions, please contact a member of the Talent Acquisition team at Careers@okc.gov or 405-297-2530.