



PREPARING TO INTERVIEW

The job openings for the March 28 hiring event include online testing instructions and/or interview questions depending on the job. Interviewers may ask you follow-up questions on March 28 for clarification purposes.

Example Interview Question Topics

- > Following safety procedures
- > Providing customer service
- > Handling cash
- > Supervising/training/overseeing others
- > Communicating with others
- > Preparing work schedules
- > Enforcing rules and policies
- > Organizing/filing records
- > Providing administrative support
- > Using Microsoft Office applications
- > Working independently
- > Planning, organizing, prioritizing work
- > Resolving problems
- > Working as a member of a team

BEFORE THE INTERVIEW

- Review the Job Information and Job Details (Job Summary, Job Requirements, Working Conditions, Physical Requirements, Other Details) found on the job opening you applied for.
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- Study your answers to the Job Questions. (You should have saved these before submitting your application in a separate document.) Think about follow-up questions the interviewers might ask you.
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- Think about your **work experience, accomplishments, and transferrable knowledge and skills.**

Be prepared to share how what you have done directly relates to the Essential Job Functions of the position for which you will be interviewing. How can you best demonstrate your qualifications for the position?

For example, if there is a question about working as a member of a team, have you participated in a group project at school? Have you been a member of a sports team? If there is a question about following safety procedures, have you followed school safety procedures (building evacuation, emergency drills)? Have you completed safety-related courses? Consider past work experiences, school experiences, tutoring, fundraising, community involvement, volunteering activities, extracurricular school activities, school projects and achievements, hobbies, and interests, etc.

- Think about situations you have faced, how you handled those situations, the outcomes, and what you learned.
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- Identify your work-related strengths. Be prepared to discuss them as they relate to the position.
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- Identify your work-related weaknesses. Be prepared to discuss them as they relate to the position and provide actions you have taken to improve in those areas of weakness.
 - Write down some questions you think may be asked. Practice your responses ahead of time.
 - Follow instructions the day of the hiring event, particularly instructions about how you will be contacted when it is time for your interview, as well as when/where to report for interview.
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DURING THE INTERVIEW

- Remember to silence your mobile device during the interview. Avoid eating, drinking or chewing gum during the interview.
 - Greet interviewers politely, pleasantly, and enthusiastically.
 - Listen and interact with the interviewers. Pay attention to your body language during the interview.
 - Answer all questions honestly. Feel free to ask the interviewers to repeat a question.
 - There may be time at the end of the interview for you to ask the interviewers questions. For example, you may want to ask about job expectations.
 - Near the end of the interview, let the interviewers know you appreciate the opportunity to be considered for the position and that you believe the job is an excellent opportunity for you.
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NEXT STEPS FOLLOWING INTERVIEW

The interviewers will either extend a conditional job offer OR they will add your name to a list of qualified applicants for future consideration as vacancies for that job become available. The list will be active until September 24, 2024.

If you receive a conditional offer of employment, a Human Resources representative will discuss details of the offer with you. You may choose to accept or decline the offer.

If you accept the offer, you (or your school counselor) will need to provide your completed background investigation documents to the City's Human Resources representative.

Depending on the position, you may complete a physical examination and/or drug test on-site the day of the event (as applicable).

The City will then complete a criminal background check when Human Resources staff working the hiring event return to the office.

Once the background process specific to your position has been completed, you will be notified by a person from the hiring department as to your start date with the City of Oklahoma City.
