High School Student Hiring Event at Douglass High School

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

SUBMITTING AN APPLICATION

Job applications 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 the day of the event for clarification purposes. Answer all the Job Questions listed on the application.

REVIEW THE VACANCY ANNOUNCEMENT

☐ Go to 2024 City of OKC High School Hiring Event - OKC Career Site Careers (oraclecloud.com) to apply. Apply for the one position you would like to be considered for no later than March 22.

☐ Review Job Information and Job Details (Job Summary, Job Requirements (if applicable), Working Conditions, Physical Requirements, Other Details) before you apply.

☐ Gather all materials needed to complete your application. Click on "Apply" for the position you've selected.

☐ For jobs that require online testing, the vacancy announcement will list (under the heading, **"Additional Important Application Information"**) the number of test questions and the maximum amount of time to complete the test. **This time is in addition to the time needed to complete the application and respond to the job questions. You will need to plan your time accordingly.** Applicants will not be able to complete and submit their applications without completing this job knowledge test. **A score of 70 percent or better is considered passing.** Applicants who do not receive a passing score will not proceed in the hiring process.

☐ Once you've completed the test (if applicable to the job you selected), complete each of the application fields: Education, Work History, Personal Information, Address, and answer all the Job Questions.

☐ When answering the Job Questions, think about how your knowledge, skills, abilities, education, training, experience, etc., directly relate to the Essential Job Functions and Job Requirements for the position. You must answer all Job Questions to qualify. Answering, "No" will disqualify you. You may want to complete the Job Questions in a separate document where you can save your work. The job application portal does not have a "Save" button.

☐ You must add work history or your application will be rejected. Your work history should list the job duties and skills you performed while in that role. Your work history should directly relate to the way you answered the Job Questions.

☐ If you don't have work experience, think about **transferable skills** you do have. 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.

☐ **Answer all questions on the application.** You may want to type out your answers in a separate document, so you easily proofread and edit them, and save your work. When your answers are ready, copy and paste them into the job application portal.

☐ Remember to upload any attachments (e.g., cover letter, resume, transcript).

☐ Click "Submit."