



# Tips for Oral Interviews



## Oral Interviews

As you know, a job with a law enforcement agency can be very demanding and the competition for the limited number of available positions is very keen. In selecting personnel to hire as employees the screening and interview process is very competitive. It is normal to feel nervous, but there are some tips that will help to you prepare for your interview.

## Research the Woodland Police Department and the City of Woodland in Depth

We expect you to research as much as you can about our organization. So at a minimum, look at our Web site, read as many news articles about the city as you can find and develop some insight into how you can help the police department accomplish it's mission.

## Identify What You Have to Sell

What are the top three skills or experiences you can offer to the Woodland Police Department that other applicants can't? Identify them before the interview, and then determine how you'll communicate them to the interviewer.

## Prepare Examples

Anyone can make claims in job interviews; far fewer people back up those claims with evidence. Be sure you fall into this latter group by thinking about some actual stories you can tell from previous work experiences to support your statements.

## Develop Your "Close"

Successful candidates know how to effectively close contacts and meetings with citizens. This is a critical skill for our employees. When an employee has to deliver unpopular information to a citizen it is vital that the employee is able to tactfully handle the situation.

## Practice

Utilize your friends and family to do a mock interview. Take advantage of this strategy so you can get a sense of what an interview situation is like. You can prepare for you'll be asked and work through your responses.

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## Know Where You're Going - Literally

You cannot be late for interviews -- period. Get good directions to the location ahead of time and practice traveling to the site.

## Rest Up

Get a good night's sleep before your interview so you'll be as physically, psychologically and emotionally ready for it as possible.

## Plan to Bring Your Resume to the Interview

In fact, bring several copies. This is another way to show how you are the most qualified person for the position.

## Make Peace with Mistakes

Your interview won't go perfectly. You'll struggle with some questions, and you may forget to make some points you'd hope to make. Accept this ahead of time, and you'll take some of the pressure off yourself so that you'll make fewer mistakes and omissions during the actual interview.