

### Interviewing Tips

The Department of Human Resources offers the following helpful hints when attending an interview:

- Be prepared by finding out as much as you can about the position, division and department for which you are interviewing.
- Dress appropriately - always be well groomed. Be prompt - one should plan to arrive early for the interview to allow for time to find parking and the correct building and office.
- Remember: Good posture and body language are important.
- Be prepared to talk about your past experience, skills and abilities as they relate to the position for which you are applying. Think of your experience, skills and abilities as a product and market them to the interviewer.
- Be sure to fully explain your skills and abilities even if the interviewer is familiar with your background. Don't assume that an interviewer will just know that you are the best candidate.
- Be prepared to answer questions that may relate directly to the work required in the position. Example, if you were in this position, what would you do given a situation?
- Have confidence in yourself and your qualifications.
- Organize your thoughts before answering a question. Take a moment to gather your thoughts when necessary.
- If you do not hear or understand a question, ask the interviewer to repeat it.
- While salary may be important to you, at this stage of the process don't dwell on it.
- Have a few questions prepared for the interviewer. Example, where does this position fit into the organization?
- Practice before the interview... Anticipate questions you may be asked and answer them out loud prior to the interview.
- Finally, just try and relax.

#### **Contact Information:**

Staffing and Compensation Services

2424 Courthouse Dr.

Municipal Center, Bldg. 18

Virginia Beach, VA 23456

Fax: (757) 385-5678

Direct: (757) 385-4157