



Interview Checklist

Thank you for your interest in joining the state workforce. Our hiring process is based on a merit system, ensuring a fair and consistent evaluation of all candidates. To help you feel confident and prepared to interview with the state, here's an overview of what you may expect if you are selected to interview for the state:

- After you submit your application, you may receive an email or phone call with details about your interview, which may be held in person or virtually.
- Interviews are structured and timed. They feature questions designed to assess your qualifications for the role.
- Be prepared for behavioral and situational interview questions.
- All candidates receive the same questions.
- A panel of interviewers will use scoring criteria to evaluate your responses.
- The scoring criteria is determined by the department and is not shared with candidates.
- Depending on the role, you may also be asked to complete a hands-on task as part of the interview.

Interviews can feel daunting, but preparation can make all the difference. To help you succeed, review the preparation checklist below.

Before Interview:

- ☐ Ensure you have all the details to show up prepared and on time.
 - Time, location, parking and check-in directions if applicable, allotted time, directions for previewing questions if applicable.
 - Interviewer's contact information (in case you are in traffic or get lost).
 - If virtual; make sure to have a strong internet connection and have camera on.
- ☐ Ask for reasonable accommodations (if necessary).
- ☐ Sign and return any paperwork that is requested.
- ☐ Schedule time to research the position and department.
 - Review job posting, duty statement, department website (mission/vision statements, strategic plans, etc.) and SOQ questions (if applicable).
- ☐ Create a list of questions you may be asked.
- ☐ Review your professional history, responsibilities and achievements.
- ☐ Practice answering general behavioral interview questions – out loud – with the STAR method (Situation, Task, Activity, Result).
- ☐ Prepare the questions you will ask about the position.

- ☐ Get yourself in “interview mode” – calm breathing, pump-up music, whatever works!
- ☐ Dress appropriately for an interview.

During Interview:

- ☐ Consider bringing a pen and notepad if this helps you – ask for permission to use.
- ☐ Consider bringing extra copies of your resume and your reference sheet.
- ☐ Answer all parts of all questions with specific examples. Remember, each part will be scored.
- ☐ Do not assume interviewers have read your application submission (most have not). Repeat relevant information.
- ☐ Manage the time so you answer all questions in allotted time.
- ☐ Think about your answers from the interviewer's perspective. Make it easy for them to give you a good score.
- ☐ Avoid acronyms and explain any industry or job-specific references the interviewers may be unfamiliar with.
- ☐ Take a pause or a breath if needed to organize your thoughts.
- ☐ At the end, you may ask to add more explanation to one of your previous answers (if there is time).
- ☐ Ask your own questions (if there is time).

After Interview:

- ☐ Reflect on your performance and write down reminders for how you might do better next time. Don't beat yourself up if you made mistakes.
- ☐ If you haven't heard back within a reasonable or agreed on time frame, you may inquire about the status of your candidacy from the contact person listed on the job posting.
- ☐ Sign and return any requested paper (e.g. reference check).
- ☐ If rejected, you may ask for feedback on how to be more competitive, but know the manager is not required to give feedback.
- ☐ If accepted for a second interview, repeat checklist.
- ☐ If offered a job, congratulations, and know you can still ask questions to determine whether it's a fit for you.

Pro Tip: Maintain a running list of accomplishments and projects so you can add these to future state applications.