



# Interviewing Tips

## *When Interviewing for King County Jobs*

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### **Prior to the interview consider the following:**

- ✓ Research the county agency's website to learn about their business, services, customers, goals and work culture
- ✓ Prepare yourself to talk about:
  1. What it is about this specific position that excites you
  2. What qualifications you possess that are related to the job description
  3. How to address any qualifications you are missing or weak in
  4. What tools, technology or equipment have you used related to performing the job duties listed
  5. Your accomplishments or achievements
  6. STAR-LA stories to provide examples of the competencies (skills, behaviors, attitudes and personality traits) discussed in the job posting
- ✓ Find someone to help you come up with possible interview questions and help you prepare your responses
- ✓ Identify one or two questions about the job or work group to ask during the interview
- ✓ Have clean clothing and polished shoes to wear that are appropriate to the position and agency's culture
- ✓ Verify where you are going, who you are seeing and what day/time

### **Day of interview consider the following:**

- ✓ Refrain from using products with fragrance along with moderate use of makeup and accessories
- ✓ Plan enough travel time to cover possible traffic, bus, train, parking challenges or other delays so that you can arrive at the interview location about 20 minutes early
- ✓ Bring a copy of the job posting, your resume, preparation notes, notepad and pen to the interview
- ✓ Bring the name and phone number of the organization's contact person should an emergency occur

### **During the interview consider the following:**

- ✓ Smile, give a firm handshake, show interest and have good eye contact
- ✓ Treat all panel members the same and act as if they didn't know anything about your background
- ✓ Provide complete responses to the questions to include what job, when, how often, tools used, customers served, and specific tasks performed from start to finish and any achievements
- ✓ Use the STAR-LA method when responding to questions that ask for an example
- ✓ Talk about what "you" did versus what "we" did
- ✓ Speak positively of others and take responsibility for your part if things didn't go well
- ✓ Focus on the positive and turn negatives into positive learning experiences
- ✓ Don't talk about job frustrations, legal actions, medical or personal issues
- ✓ Ask questions about the job or organization at the end
- ✓ Affirm your interest in the position

### **After the interview consider the following:**

- ✓ Write or email a thank you note within one day of the interview affirming your interest in the position
- ✓ If not offered the position, contact recruiter to request feedback
- ✓ If you are provided feedback about your interview, listen respectfully to the suggestions