

WHAT YOU SHOULD KNOW ABOUT EXAMINATIONS

Examination Interview vs. Hiring Interview

Exam Interview	Hiring Interview
Review the exam bulletin and State Personnel Board Class Specification.	Review position description and State Personnel Board Class Specification. Note: When applying for a job vacancy, complete a State application, resume and cover letter. Include your experience that relates to the position you are applying for in the cover letter.
Review the Exam Plan section on the exam bulletin; this explains how the classification will be tested. Research the department. Measure your qualifications with the minimum qualifications of the classification.	Review duty statement of job or review duty statement of subordinates, if applying for a supervisory or lead position; the duty statement explains type of duties and percentage of time spent performing duties. Research the department or program, including organizational charts, budgeted positions and dollars. Review your background and related experience for the position so you can emphasize
If applicable, be prepared to discuss your education and experience as it relates to the classification.	Be prepared to discuss what prompted you to apply for the particular job. If applicable, cite previous employment that might relate to the position you are interviewing for. Ask a friend or co-worker to ask you interview-type questions “mock interview”.
Listen to the questions carefully. Support your responses with an example, if possible. Ask to have question(s) repeated, if necessary.	Listen to the questions carefully. Support your responses with an example, if possible. Ask to have question(s) repeated or clarified, if necessary.
Avoid negative comments about places of employment/supervisors/colleagues, etc.	Avoid negative comments about places of employment/supervisors/colleagues, etc.

Exam Interview (continued)	Hiring Interview (continued)
Structured with very little follow up or clarification of questions.	Tends to be a little less formal. Each supervisor develops questions, rating criteria, etc. based on specific job. Often more of a dialog. Be yourself. Relax and try to treat it like any other meeting or conversation.
Final decisions/score based entirely on examination process rather than personal knowledge, talking with supervisor.	Remember that references, working samples, commendations, etc. may be considered in final hiring decision. Inform your current supervisor that they may be contacted for a reference. Always ask other individuals if they mind being contacted as a reference for you.