



**JOSEPH ABRUZZO**  
CLERK OF THE CIRCUIT COURT & COMPTROLLER  
PALM BEACH COUNTY

# BE PREPARED

## when the opportunity to promote arises!

*Success Occurs When Opportunity Meets Preparation*

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# LET'S GET STARTED.....

- Intention, why are we here?
- How to listen
- How to participate



# Kahoot! Interview Coaching Poll





From surviving.....

To thriving the interview!





# Do you plan to survive your interview?

- Thoughts
- Automatic reactions
- Unconscious behaviors



## INTERVIEW DO'S AND DON'TS

What interview etiquette have you encountered?



# DO'S AND DON'TS

## DO

- Dress professionally
- Be prepared
- Make eye contact
- Speak clearly and concisely
- Take the time to think about your answer
- Be intentional
- Be positive
- Know the role
- Give details & real-life examples

## DON'T

- Dress casually – even on a dress down day
- Use filler words, phrases or tech talk
- Give vague or nonspecific answers
- Assume the panel know your experience
- Assume you will remember what to say
- Be afraid to ask for the question to be asked again or reworded
- Forget to ask the panel some questions



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When  
does the  
first  
impression  
start?





Clothing, Attitude, Presentation & Preparation







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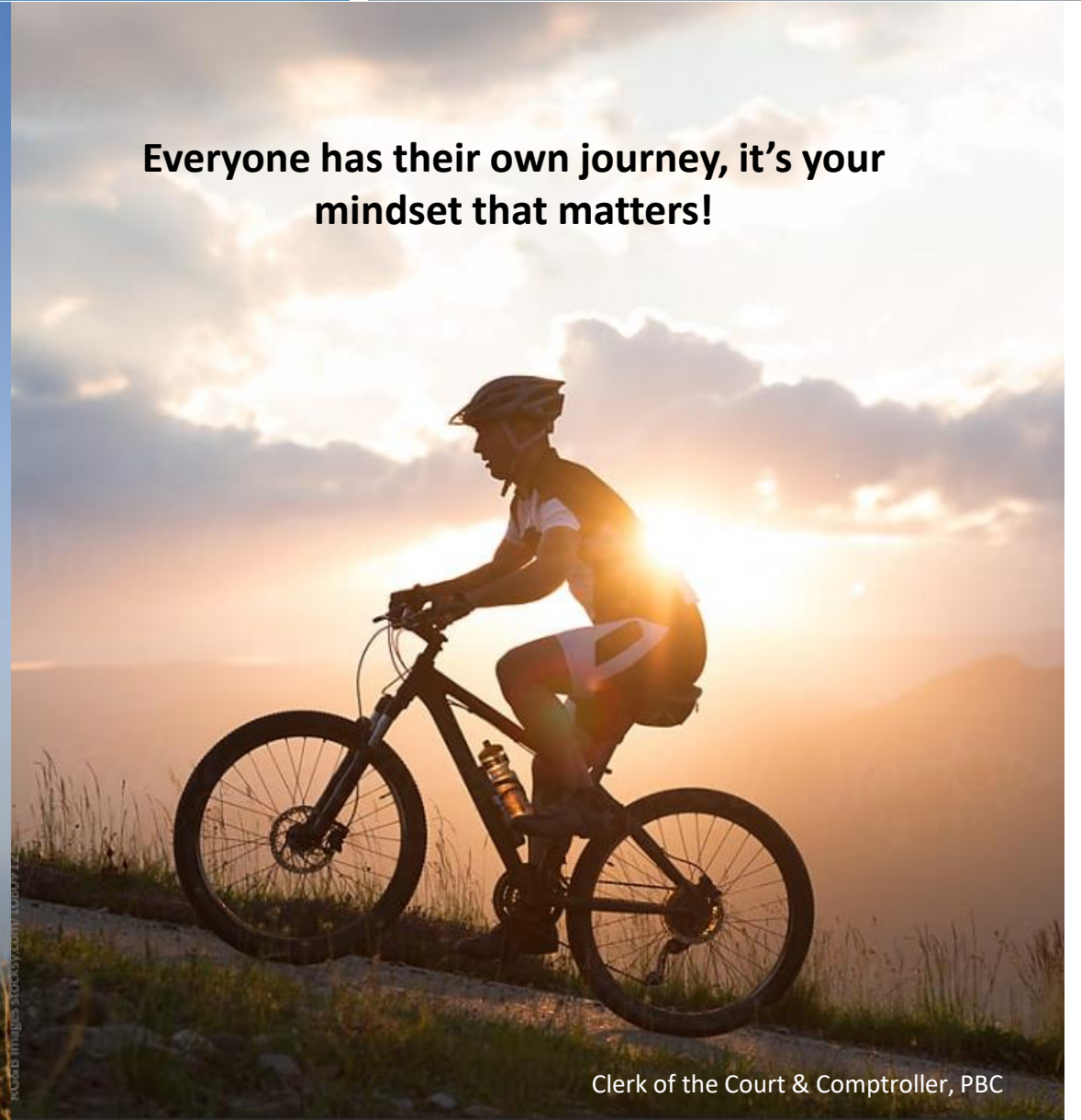
Do you have the courage?

**You have to get  
uncomfortable to  
grow.....**

**Growth means change!**







**Everyone has their own journey, it's your  
mindset that matters!**

Clerk of the Court & Comptroller, PBC

# CONFIDENCE BUILDING

KNOW YOURSELF so you can communicate it to others

- What are your strengths?
- What do you do well?
- What can people count on you for?
- What do you want to be known for?

Establish your personal brand!





The background is a solid green color. Scattered across the top and right sides are several incandescent light bulbs. Most of the bulbs are unlit, showing their internal filaments and black screw bases. One bulb, located in the upper right quadrant, is turned on, emitting a bright white light that creates a soft glow around it. The text is positioned on the left side of the image.

Shine a light on your  
knowledge, skills and abilities

Draft a one-minute statement that answers  
the question.....

“Tell us a little about yourself”



Bridging your experience



# TIPS FOR SUBMITTING AN APPLICATION

- Make sure to apply through the internal portal – internal preference points!
- Is your application up to date? Most recent experience, education, volunteer work etc
- Have you uploaded an updated resume?
- Verify that all fields are completed accurately prior to submitting
- Sign up for text message notifications from our recruiting team!
- Note the postings closing date & monitor your emails!





# RESUME & COVER LETTER TIPS

## Resume Tips:

- Try to keep it to one page
- Use a simple template – word has free templates
- Proofread – there should be no typos
- Identify hard and soft skills required and include yours on your resume
- Use your personal email address
- Highlight promotions
- Outline your achievements
- Include a professional summary



## Cover Letter:

- Write a unique cover letter for every application
- Tell your story and the value you can add
- Don't repeat your resume
- Keep it short – a couple of paragraphs
- Express Enthusiasm for the position
- What do you want to contribute

**TIP:** Do you have a resume that you would like to be reviewed? Bring it to our next session!

# PREPARATION – DEVELOP A SUMMARY OF EXPERIENCE

Develop recent and relevant example of:

- Excellence in customer service
- Leadership
- Teamwork
- Conflict navigation
- Problem solving
- Multi-tasking
- Innovation/ process improvement
- Independent judgement



## **Homework:**

- 1. Develop your summary of experience**
- 2. Prepare a current resume**
- 3. Mirror work**





## **What should I bring with me to the interview?**

**Summary of experience**

**Resume**

**Questions**

**Water**

