

INTERVIEW DO'S AND DONT'S

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TOPICS

- INTRODUCTIONS
- PURPOSE OF THE INTERVIEW
- RESUME & COVER LETTER TIPS
- RESUME & APPLICATION PITFALLS
- TYPES OF INTERVIEWS
- KNOWLEDGE CLASSIFICATIONS & SKILL CATEGORIES
- DO'S AND DONT'S
- TAKEAWAYS
- Q & A



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PURPOSE OF THE INTERVIEW

The purpose of the job interview is two-fold: It helps employers assess whether a candidate is a good fit for the job and the organization's culture, and it allows candidates to determine if the job aligns well with their own goals and expectations.

A resume is simply to demonstrate the contributions the candidate has made and highlight specific skills.



RESUME & COVER LETTER TIPS

- Use the Resume to sell yourself (no more than two pages)
- Explain gaps in employment
- Explain short-term employment
- Explain while you are leaving a long-term employer
- Summarize years prior to 10 years ago
- Use the Cover Letter as your “elevator speech”
- Use the Cover Letter to give the agency/department information on how to reach you for follow up
- Use the Cover Letter to share salary expectations when appropriate



RESUME & APPLICATION PITFALLS

- Do not type “see resume”
- Do not use Word Docs convert to PDF when attaching
- Review your resume and application before submitting
- USE SPELL CHECK
- Be familiar with the job description and qualifications when applying



TYPES OF INTERVIEWS

- One on One Interview (virtual or in-person)
- Panel Interview (virtual or in-person)
- Competency Interview
- Behavioral Interview



KNOWLEDGE CLASSIFICATIONS & SKILLS CATEGORIES

- Job Knowledge
- Technical Skills
- Abilities
- Organization Skills
- Conflict Resolution
- People Skills (soft skills)
- Career Goal Alignment
- Leadership Skills



INTERVIEW DO'S

- Turn your cell phone off and put it away
- Make eye contact with the person asking questions
- **ACTIVELY LISTEN**
- Have questions prepared regarding the position
- Do your research about the agency and/or department before entering the interview
- Answer the question to the best of your ability
- Dress to impress (virtual or in person)



INTERVIEW DONT'S

- Don't be LATE (15 minutes early is best practice)
- Don't appear distracted
- Don't chew gum or bring food or drinks
- Don't answer your cell phone, smart watch, or respond to text or emails
- Don't ramble or lie to elaborate your experience to answer a question
- Don't bring children, family or friends to your interview or in your virtual interview
- Don't answer Yes or No, use details in your response





TAKEAWAYS

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Q & A



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