

Helpful Hints for Candidates Invited for Interview

Dear Candidate:

The following information is provided to assist you in the interview process. To help you utilize this opportunity and have a positive experience, we would like to tell you in advance what you can expect during the interview. Our goal is to treat every candidate equally and fairly.

We have asked you to arrive early to allow time to review the Interview Questions, and to think about and prepare your responses. Before the interview begins, we will tell you how much time you have to answer all questions. It will be up to you to pace yourself in order to answer all questions within the allotted time.

There will be several members on the interview panel and we will start the interview by introducing ourselves. Panel members will take turns reading the interview questions. Please listen to the questions carefully. Some questions may have multiple parts, and we would like you to fully answer all parts of the question. Please note that we will not be considering or scoring you on your online application today. We will only be scoring your oral responses to the interview questions asked during today's interview. This is your chance to tell us everything relevant you can about the question or topic and for you to highlight your applicable qualifications and achievements. Feel free to provide as much detail as you can, including specific examples, qualities, years of experience, scope, etc. Please help us to learn as much as we can about you in relation to the job for which you have applied, keeping in mind the time frame to answer all questions.

For the most part, this is a non-interactive interview process and we will only ask the interview questions we provided to you in advance. We most likely will not ask any follow-up questions so please answer as completely as you can. (There are a few exceptions if we determine that it is necessary for you to expand, explain, or provide an example related to an answer that you have already provided).

Remember, relax, pause, and take a drink of water when you want to. We want you to feel as comfortable as possible in answering the questions and giving us the opportunity to learn as much about you as possible in the allotted time.

We hope your interview goes exceptionally well!