



## Tips for Successful Interviewing

***These interview tips will help you do your best at any interview. The best thing you can do is come prepared. Study these tips carefully and you will already have half the battle won!***

### Before the Interview

- Carefully read all the information provided in your notification. It is important to pay attention to detail throughout the hiring process.
  - Make sure you know how to get to the site, even if that means visiting a day or two before the appointment to familiarize yourself with the area and find out where to park.
  - Dress in clean, well-pressed business attire.
  - Arrive early; if you are late you may not be allowed to interview.
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### Maintain Balanced Composure

- Show that you are interested and motivated, but remember that an over-confident attitude often backfires.
  - Be yourself; don't try to "out-think" the interview panel or try to answer as you think they expect.
  - Remember that you are not expected to have any special knowledge of the law, or police processes; this will be taught later in the academy.
  - Maintain good eye contact with each member of the panel.
  - Avoid fidgeting or other nervous mannerisms; it can be distracting.
  - Maintain good relaxed posture and be aware of your body language.
  - Respond directly and specifically to questions; avoid vague and general statements.
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### Dealing with Nervousness

- Nervousness often causes candidates to rush to answer questions. Be responsive, but take the necessary time to formulate what you want to say.
  - Ask to have the question repeated if you didn't understand it the first time.
  - Unless you are asked or it is clearly relevant to the interview, don't engage in overly long speeches about your background and experience.
  - Don't be embarrassed if you are nervous; the panel expects it. Try to focus on the questions and your answers, rather than how nervous you are.
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And Remember:

The Panelists *Want* You to Do Well . . .

- The panel may take notes; don't let this distract you.
- The panel members are trained not to give feedback during the interview; don't draw any conclusions from their poker faces.
- Remember that the panelists also want you to do well in the interview.