

Job Interview

Preparation & Participation



Michigan Civil Service Commission Office of Career Services

Preparation is an important part of the interview process. The following tips will help you prepare before, during, and after your interview.

Before the Interview

Prepare: Know the platform (in-person, phone, or virtual) for the interview and who the point-of-contact is. Arrive early; whether in-person or virtual, never make an interviewer wait for you.

What Will You Contribute? Decide what you want interviewers to know about you and how you will contribute value. If your experience is not an exact match, show your transferable skills.

Research the Department: Review the position description attached to the job posting. Visit departmental websites, social media pages, press releases, and other available resources.

During the Interview

Be Honest: Answer questions to the best of your ability. Be truthful about your work history and experience.

Delivery: Be positive and avoid speaking negatively about current or past employers. Explain how you continue to improve your skills.

Ask Questions: Show you have an understanding of the available job, the work area, and that you are well-prepared for the interview. This is a chance to learn if the job is a good fit for **you**.

Examples of Questions: What might a typical day or week be like in this position? What qualities do successful employees in this position possess? What are some challenging issues I would face in this position? How does this position contribute to the success of the department?

STAR Method: When responding to behavior-based interview questions, use the STAR method: explain the **situation**, state the **task**, present your **actions**, and then share the **result**.

After the Interview

Thank You: Follow-up your interview with a letter or email to the hiring panel. Reference conversation points from the interview.

Interview Types

- **Traditional**
Hypothetical questions and scenarios: "What would you do if..."
- **Behavior Based**
Questions based on actual events: "Tell us about a time when..."

Quick Tips

- Remember this is your first impression. Be confident and professional.
- Look up common interview questions and prepare responses that reflect your skills.
- Bring copies of your resume, cover letter, and references.
- Review the responsibilities and duties on the position description.