

THREE-STEP PLAN FOR THE APPLICANT

THE GOAL OF AN INTERVIEW

The goal is to obtain a new job, a promotion or a job transfer.

You are looking for a job in the criminal justice system or you are seeking to get a promotion or transfer within the system. If you are a typical candidate, you have spent the greater part of your life thinking about the position. You have attended schools, training programs, seminars and college and have worked hard, been successful and passed the necessary written examination(s).

Now comes the oral interview. Your entire life experience and qualifications for the position are going to be presented to a panel. The time you have to do this will vary, but it is normally about 15 to 30 minutes. The panel will normally control anywhere from 25 to 75 percent of the final score of the selection process.

A few things to remember:

- The panel is finally getting to look at the person who has represented their specific qualifications for the position on paper.
- The panel gets to screen the applicant.
- The panel will ask both general and detailed questions.

It is important to be ready and market yourself honestly and factually. Remember, a successful interview is an important connection between the panel and the applicant.

THREE-STEP PLAN OVERVIEW

1. Position

Once you have identified the position you seek, then you must get a copy of the job description. Review the tasks, duties and responsibilities of the position. Next, determine the skills and traits necessary to fulfill the requirements of the position. This is the basis for your plan.

2. Qualifications - Education, Training, & Learned Skills You Possess

Now you know what the necessary skills are for the position: leadership, budgeting, decision-making, written and verbal communication, problem solving, investigations, dealing with conflict, etc. Next, review and list your relevant education and training. Focus in on that training which specifically relates to the position being sought.

3. Job Related Experience that Demonstrates Your Ability to Perform the Tasks.
Now you understand the requirements of the job and have listed all your applicable training and education. You must review your work and life experience. It is imperative that you find experiences that reflect and demonstrate your ability to handle the requirements of the job. Have specific examples for each dimension or trait required. Example: Decision making, recall an event or situation in which you were required to make a decision.

A few examples of the types of positions and qualifications:

THREE- STEP PLAN FOR NEW HIRES

1. Job Description

A job description provides an overview of what is expected of an employee fulfilling that particular position. It may say you will handle complaints from citizens, respond and investigate calls for service, interview witnesses and suspects. The qualification needed to deal with interviewing witnesses and suspects in high stress situations is the ability to communicate effectively to resolve conflict situations.

2. Education, Training, & Learned Skills You Possess

Attended college and took classes in psychology, communication skills, speech, etc. Also you may indicate your parents always taught you to be a good listener. They said it was important to hear what people had to say. It frequently satisfies the parties and makes them feel better.

3. Job Related Experience that Demonstrates Your Ability to Perform the Tasks.

I was a waiter in a restaurant and had very few complaints from the customers. One time I had two customers who had been drinking and arguing over something in their personal life. They were causing a disturbance. I approached the table and quietly asked if there was something I could do for them, and they responded "NO!" I chatted with them for a second and quietly explained about the other customers being disturbed and asked if they could help resolve the issue. After about 2 minutes, they calmed down, quietly got up, paid their bill, and left without causing any further disturbance.

THREE-STEP PLAN FOR PROMOTION OR TRANSFER

1. Job Description

The job description may state you will: investigate crimes, conduct interviews with witnesses and suspects, work in close cooperation with the prosecutor or state attorney's office, develop informants, responsible for case management, etc.

2. Skills, Training, Qualification for the Position

Attended college, attended management class in leadership, supervision, decision-making, organization, etc. Also took a class on Executing Narcotic Raids, Interviewing & Interrogation, Case Management, etc.

3. Job Related Experience

I worked on the drug task force for 2 years, during which I organized, planned and coordinated over 100 drug raids in conjunction with other municipal, county, state and federal agencies. It was my responsibility to determine personnel requirements and the specific assignment for each officer. As you know, Execution of a Search Warrant(s) does not always go as planned. When change was needed, I would make the necessary adjustments so we could successfully and professionally complete our assignment.