

# Menominee County

## Administrative Coordinator's Office

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### APPLICATION AND INTERVIEW POINTERS

#### **A. Application**

1. Handwritten applications are fine, but typed applications really stand out.
2. If the application asks for a personal reference, one from an accomplished friend will hold more weight than one coming from your parent or other family member. Besides, it is generally not a good idea to secure a reference from a family member.
3. Your resume should highlight knowledge, skills, and abilities relevant to the job you are applying for. It should enhance your application by providing crucial details that the application does not fully capture. Tailor your resume. If your resume is five years old, freshen it up. The same holds true for the cover letter.
4. Carefully read the application instructions. If the application instructions state that a completed application consists of X, Y, and Z, do not forget to include X, Y, and Z. Failing to include X, Y, and Z will almost always result in an application getting screened out.
5. Late and/or unsigned applications will be screened out. Your actual signature is vital.

#### **B. Interviewing**

1. Arrive 15 minutes earlier than your scheduled interview. It is possible the interview before yours will wrap up sooner. Your early arrival will send a very positive message to the interviewers should you be called upon sooner.
2. Greet everyone in the room and proceed to shake their hands first (in light of the COVID-19 pandemic, a hand waive will suffice).
3. Wait to be seated.
4. Bring a copy of the job description with you, as well as a pen or pencil to take notes.
5. Sit up straight or lean slightly forward.
6. Make good eye contact with your interviewers.
7. Listen carefully to the interviewer. Do not interrupt the interviewers and do not attempt to complete their sentences/questions.
8. Sometimes a short and simple answer will suffice (e.g., "Will occasional meetings in the evenings present any problems for you? No, this should not pose a problem."), but you should elaborate and cite examples of your experience in this area when appropriate (e.g., "Have you ever worked with Excel? Yes, I have used Excel for over 10 years. I used it to create budget tracking spreadsheets, to develop surveys, and to create forms, but mostly for tracking expenses"). A solid answer is one to two minutes long. Anything longer than that might be construed as rambling.
9. Learn what you can about the organization, the department, and the position in advance of the interview. Show the interviewers that you are really interested in the position and did research on your own.
10. Use proper speech (e.g., don't use slang) and, above all else, avoid using any expletives.
11. If you know one or more interviewers well, act like it is your first time meeting them. The interview is not the place to catch up on old times or to joke around. Keep it professional—your friend will understand.
12. Practice for the interview. Anticipate what some of the questions might likely be and rehearse your answers.
13. Never trash your former supervisors, coworkers, or employers.
14. If you do not know the answer, do not attempt to make one up. Skilled interviewers will detect that a mile away.
15. Dress for success. Research has shown that if you dress the part, you also play the part better. Being dressed for success also shows respect to the interviewers.
16. If given the chance to ask any questions at the end of the interview, ask a few questions. This shows your interest in the position.
17. Relax. It is okay to be nervous, but if you are prepared and have rehearsed, you will do fine. Remember that the interviewers are not trying to trip you up. They want to see you succeed.
18. Thank everyone at the end of the interview and shake their hands (or waive to them again before leaving).

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