

Human Resources Interview Guide

1

Review Job Description thoroughly

- Research comparable roles
- Review the experience of those in current role on LinkedIn

2

Consider why you are interested in the position and the company

- What skills do you have that connect to the role?
- Answer question to self: What value will I bring to team/department/company?
- Create your elevator speech describing yourself (1 minute max)

3

Research the company and the department you are interviewing for

- [Oakland County Government Main Page](#)
 - [Oakland County Human Resources \(Department Page\)](#)
 - [Short Video on Oakland County \(YouTube\)](#)

4

Prepare specific examples for interview questions

- Base examples on recent 5 years of work experience
- Use the STAR interview method (Situation, Task, Action, Result)
- Practice! Practice! Practice!
 - Find someone you trust to give feedback on elevator speech and examples

5

Ask thoughtful questions at the end of interview

- Examples include:
 - What does a typical day look like for this position?
 - What qualities make a successful employee in this department?

6

Print hard copies of your resume and dress professionally

7

Follow up the interview with a “Thank You” e-mail