

How to Prepare for ORAL BOARD INTERVIEWS

BEFORE the Interview

- **Prepare and organize all of your required documents prior to interview day.** This will ensure that you aren't missing anything and assist in preventing interview day jitters.
- **Review the Iowa Department of Public Safety website** to gain an understanding of our divisions, responsibilities, and organization.
- **Pull up directions to the Iowa Department of Public Safety Headquarters and determine the best route.**
- **Read through the list of sample questions** included with this document and practice how you would answer each question. Although these are not the exact questions you will be asked; this will give you an idea of the style of questions that will be presented during your interview.
- **Don't be late.** Give yourself an extra 20 minutes and be conscious of potential traffic.



DURING the Interview

- **Be confident!** Maintain eye contact with the interview panel. Greet the panel as you walk in.
- **Listen!** Listen to each question and take time to process your thoughts. It is ok to take a few seconds to pause before answering the question.
- **Don't be afraid to ask the panel to repeat or explain a question.** Additionally, if you need more time to answer the question, don't be afraid to ask them if you can come back to it at the end.
- **Prepare questions** that you would like to ask the panel. Ensuring that we are the right fit for you is just as important.
- **Please be sure to avoid talking in negative statements.** Try and portray your experience in a positive light, even if the situation was negative. Also, please be aware of how you talk about a former employer. If there is was a less than positive experience with an employer, phrase it in a professional manner.
- **Tell your story:** provide examples of situations where you developed, enhanced, or used specific relevant skills.

AFTER the Interview

- **Always send a thank you note after your interview.** You can ask the panelists for their contact information or you can reach out to the Applicant Coordinator and they can assist.
- **Be very careful about what you put on social media.** No matter how badly you may want to update your social media status, do not share the details of your interview on the Internet. Your interviewer may be checking up on you online.

What to Expect

ORAL BOARD INTERVIEWS

CONGRATULATIONS! You have made it past the physical fitness assessment and the POST exam!

Next, you will have the opportunity to meet additional members of the Iowa DPS staff as you participate in the Oral Board Process.

The Oral Boards is our chance to get to know you better. You will interview with a panel of three Iowa DPS employees. Most interview panels will be made up of Troopers, Agents and civilian employees.

The panelists will ask you a variety of questions, such as:

- Work experience
- Why you are interested in a career with our agency
- Things that are important to you in a career
- Social events
- Your ability to make decisions, etc.

The interview will be very structured and with an opportunity for you to ask questions at the end. Don't be nervous if you see the panelists writing as you respond to the questions, they are just taking notes!

Please have all of your required documents with you for the Oral Board process.

We will collect them once your Oral Board Interview has been completed.

Reminder!

We will need the following items:

- High school grade transcripts or a copy of G.E.D.
 - Photocopy is acceptable.
 - High school diploma is **NOT ACCEPTABLE.**
- Official college grade transcript(s), if applicable.
 - Photocopy is acceptable. Unofficial transcripts are **NOT ACCEPTABLE.**
 - We will need transcripts for every college you have attended.
- Certified copy of birth certificate. A certified copy will have a slightly raised (embossed) seal.
 - A photocopy of a certified birth certificate is **NOT ACCEPTABLE.**
 - A notary- signed birth certificate is **NOT ACCEPTABLE.**
 - A hospital issued birth certificate is **NOT ACCEPTABLE.**
 - Please reach out if you need more information on how to obtain a birth certificate
- Copy of DD-214 (military discharge document). If serving in the military, this document will be required at the time of hire.

If you are selected to move forward to the next phase of the applicant process, you will receive a Conditional Offer of Employment.

We will discuss the conditional offer at that time.

Sample Questions for **ORAL BOARD INTERVIEWS**

1

Why are you interested in law enforcement? What led you to choose to apply for the Iowa Department of Public Safety?

2

What do you know about the Iowa Department of Public Safety?

3

Give me an example of a time when you had to make a tough decision. What was the situation and how did you handle it?

4

Tell me about a time when you disagreed with your boss. What was the situation and how did you handle it?

5

What current event is most important to you and why?

6

Give me an example of a stressful situation you experienced and talk me through how you handled the situation.

7

If I spoke with your (former) boss, what would he or she say are your greatest strengths and weaknesses?

8

Tell me about a time when you had to work under pressure. What was the outcome?

9

What type of volunteer organizations are you involved with?

10

Why should we hire you over other candidates for this position?