Application and Interviewing Tips

Application Tips

Your application communicates your job experience, skills, abilities, and accomplishments. Your application should be completed in full. Please do not write "see resume" in any part of your application.

- ✓ Submit one County application for each position for which you wish to be considered (copies are acceptable)

- ✓ Complete your application clearly and completely

- ✓ Indicate the vacancy for which you are applying

- ✓ Read and sign the acknowledgements on the back of the application

- ✓ Return your application to the Human Resources Department on or before the closing date

Interviewing Tips

- ✓ Anticipate questions that may be asked and practice giving answers which are brief but thorough

- ✓ Know your skills, abilities, and education as they relate to the type of job you are seeking

- ✓ Know as much as you can about the job you are applying for before the interview

- ✓ Make sure your appearance is neat and generally well groomed

- ✓ Arrive on time for your interview