

Oral Exam Tips

Depending on the number of applicants moving forward in a recruitment, an Oral Examination may be the first interview to determine ranking of an Eligible List. The Oral Exam will evaluate a candidate's relative knowledge, ability, and skills for the position.

The following does NOT apply to the Hiring Interview which is conducted after the Oral Examination.

The following rules apply to Oral Exam interviews:

- All candidates are asked the same questions.
- Panel members cannot clarify questions to the candidate.
- Panel members cannot ask follow-up questions.
- Panel members will only rate candidates in the following categories:
 - Education and training
 - Work experience
 - Job interest/motivation
 - Communication
 - Comprehension of the position

Note: Written exams or other assessments may be used in conjunction with oral exam scores for eligible list ranking.

Tips for your Oral Exam:

- Review the job posting and be prepared to give examples of directly related or transferable experiences and skills that relate to the job.
- Answer questions using specific examples of work you have done.
- If you don't have any directly related experience, give examples of transferable skills. Don't forget about the experience and skill you have gained through volunteer work or personal triumphs.
- If you believe the panel is familiar with your experience, discuss it as if they weren't.
- Answer questions fully. If the question has multiple parts, answer all parts.
- You can ask for a question to be repeated as many times as you need.
- Before the interview ends, candidates are given an opportunity to add information relative to his/her qualifications for the position (which may help the panel in making an evaluation). You may also utilize this time to reiterate or clarify answers or key points from the previous questions. You'll want to focus on the providing information that shows how your knowledge and experience relates to the rating categories.