



INTERVIEW GUIDE FOR CANDIDATES



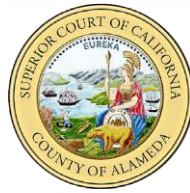
Tips for a Successful Interview

General information about our interview process:

- The interview process will include an oral interview that will consist of a panel of 2-4 people, including the manager, supervisor or other Subject Matter Experts (SMEs). This is to ensure we gather diverse perspectives during our hiring process.
- You will be rated based on your responses. Don't assume that the panel members are familiar with your work history or education. If there's anything specific about your experience, education, and training that is relevant to the position and shows you as a strong candidate, be sure to share it during the interview.
- All candidates will be asked the same set of questions and given an equal amount of interview time. The panel may ask follow-up questions if they need more information or clarification from you. Additionally, they may have limited eye contact as they take detailed notes during the interview.

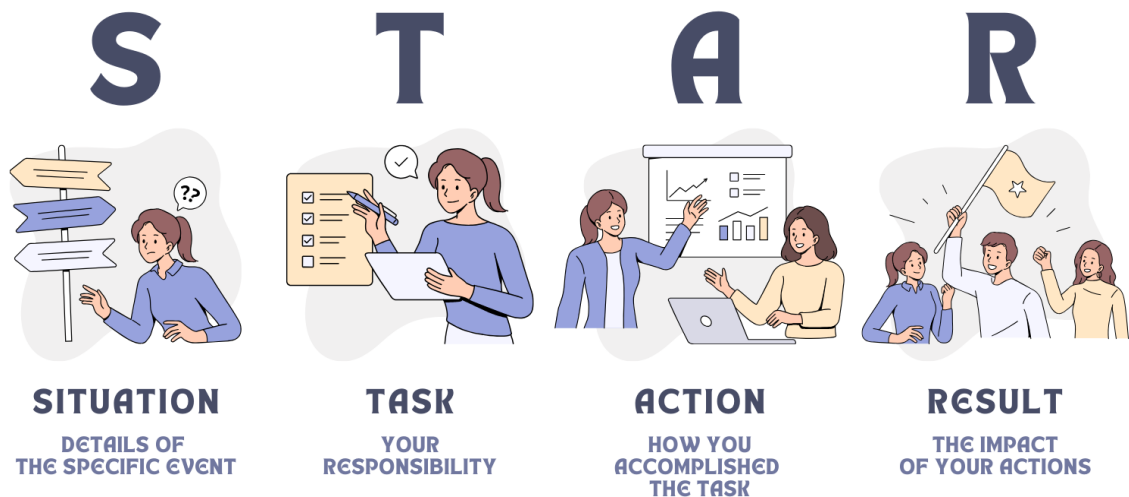
Tips to help you prepare:

- Familiarize yourself with the position you're applying for by reviewing the job posting or description. Identify the key attributes and behaviors that are likely to be essential for your success in the role.
- Prepare two or three examples for each attribute that will best demonstrate your suitability for the position. Draw from a range of experiences that showcase your skills and abilities. A strong example can blend both work and non-work experiences, highlighting how you can apply the skill in various settings. However, your first choice should be an example from your relevant work experience. Be as clear, concise, and expressive as possible when sharing each example.
- If possible, use recent examples—ideally from the last 12-18 months. This makes it easier to recall details and ensures the information is fresh. Be as specific as possible about your role and the quantitative results, such as cost or time savings. If measurable results don't apply, explain how the situation improved processes, empowered others, or resolved issues.
- Focus on the 'STAR' - Situation or Task, Action, and Result. While there are variations of this acronym in the recruiting industry, the goal is to help structure and focus your answers. When asked about a specific situation, the interviewer wants to know how you responded through a real example. Using the STAR method, break your answer into three parts:



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1. *Describe the Situation or Task you were involved in.*
2. *Explain the Action you took.*
3. *Conclude with a measurable Result of the action.*



- This approach helps the interviewer clearly understand your behavioral responses and provides them with a better understanding of your future performance. Prepare at least one STAR example for each attribute you may be questioned on and try not to repeat the same example for all attributes.
- Speak from an “I” perspective instead of “We”, as it is important for the interviewer to understand your specific role in each situation.
- Practice telling your examples until they are clear and concise, one to three minutes long.
- Keep in mind that you are highlighting both your technical and personal skills. Showing your adaptability and ability to build relationships during the interview is key to standing out as a top candidate.
- Court staff are encouraged to dress professionally to reflect the Superior Court’s image of professionalism and competence. As a candidate, you are expected to dress in a manner that aligns with the Court’s business professional culture.