Ohio | Department of Aging

STRUCTURED INTERVIEW PREPARATION GUIDE

FOSTER SOUND PUBLIC POLICY, RESEARCH, AND INITIATIVES THAT BENEFIT OLDER OHIOANS.

We Look Forward To Your Interview.

Below we have provided guidelines to help you with our interview process. A structured interview ensures a fair and equal assessment for all candidates by asking the same questions in the same order. All candidates are asked the same questions in the same order. All candidates are evaluated using a common rating scale.

1. BEFORE THE INTERVIEW

- ☐ Get to know us! We're on social media and have a **website**.
- ☐ Review the job posting by logging into your profile at **careers.Ohio.gov**. Don't forget the section Knowledge, Skills and Abilities.
- ☐ Connect with the panel members on LinkedIn.

2. KEEP IN MIND

- ☐ All candidates interviewed for the position are asked the same set of questions. We then score your responses based on pre-determined benchmarks. Think of this as a verbal assessment test that the hiring team will "grade" against an answer key.
- ☐ Please do not take notes during the interview so that we can secure integrity of our interview questions. We will present the questions so that you can make sure you're answering all parts.

3. DURING THE INTERVIEW

- ☐ You will not be asked to expound upon your expertise so be as detailed as you can and do not plan on being prompted from the panel to give more information.
- ☐ Interviewers will take notes as you respond. It is common that you may not have interaction during your responses/statements during this part of the interview. There may be pauses after you respond so that we get everything written down.

4. AFTER THE INTERVIEW

- ☐ You will be permitted to ask questions at the end. The panel is there to offer information related to the job duties, expectations, job challenges, work hours, etc. so that you can also assess the job and the agency.
- ☐ Follow up or ask questions at any time.

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