Application and Interview Process

Are you interested in a promotion?
Topics

- How to prepare
- The new applicant tracking system
- Tips for completing the exam
- Exam scoring
- Interview preparation and tips
• Do you meet?
• What do you need to qualify?

• What skills and experience would the ideal candidate have?
• Display those skills each day.

• Tips on interviewing
• Fine tuning your exam

• Use your personal email address

• Leadership series
• Instructor development
• Position specific

• Talk to hiring managers

• Check out the careers page for resources

• Sign up for job notifications

• Training Opportunities

What positions are you interested in?
**NEOGOV**

- **New applicant tracking system**
- **Differences and similarities**
- **Methods to locate postings**
  - **Email**
  - **Website**
  - **Careers/Current Openings**
New User

- New to the system?
  - Create an account
- Uploading your resumes
  - Pros and cons
- Getting and error message
Creating your Profile

- The areas that must be completed are identified with an asterisk
- Entering information into this portion does not qualify for the exam.
The Announcement & Exam

- Same information different look.
- Click apply to start your application.

Probation & Parole Officer, Senior - Pocatello

Salary: $20.00 Hourly
Location: Pocatello, ID
Job Type: Full Time
Department: Department of Correction
Job Number: 02335
Closing: 7/23/2019 11:59 PM Mountain

Description

The Mission of the Idaho Department of Correction is to protect the public, our staff, and those within our custody and supervision through safety, accountability, partnerships, and providing opportunities for offender change.

Probation and Parole Officer, Seniors employ a balance of principles related to counseling, case management, and law enforcement to ensure the safety of our communities and offenders who are on adult felony probation and parole. Trained in the principles of evidence-based practices, Probation and Parole Officers build rapport with offenders and utilize community resources to assist offenders in moving toward long-term behavioral change.

The Idaho Department of Correction has an opening for a Probation & Parole Officer, Senior at District 6 Probation and Parole in Pocatello, Idaho. This announcement will be used to fill PO, Senior vacancies within the next six (6) months for the District 6 Probation and Parole Office in Pocatello and surrounding areas. If you wish to be considered for the current vacancy you must apply under this announcement. Previous scores will not be used. Hiring lists for full-time or part-time positions may be created from open competitive, IDOC Department Promotional and/or Statewide promotional applicants.

Selected candidates must complete Idaho POST Academy and will be required to qualify and carry a firearm. Work may require daily travel within a geographic area of the state and irregular work schedules including evenings, weekends, and holidays.
Read the exam instructions
- Identify which questions are requirements and which are extra credit
- Review the information required
Typically Gained by...

- Read the question and the typically gained by statement
- Make sure you are including the information in the same format for the option you meet the MQ’s

1. Please describe how you have gained some knowledge of management practices to include the following essential elements of management:
   - Planning: determining organizational objectives and deciding how best to achieve them
   - Organizing: determining how to use resources, defining responsibilities and authority
   - Leading: influencing and motivating staff, delegating work and resolving conflict
   - Controlling: establishing standards and evaluating performance, taking corrective action and measuring results

   This is typically gained by completion of two three credit or equivalent upper division college-level course or approximately 40 hours or equivalent of management training that included all the essential elements of management (Planning, Organizing, Leading, and Controlling - describe each).

   OR the State/BSU sponsored Center for Management Development Supervision I-IV or IDOC Leadership 100 or equivalent;

   OR six months of experience performing all management elements described above.

   For education, include all relevant college course titles, number and credits/hours awarded. For experience, include all relevant position titles, dates of employment, and a description of work performed.

   Any additional experience or training may increase your score.
Typically Gained by Statement

- Decide which qualifications you meet, how and address each one.

Respond in the same format

- Education = Credits
- Internships & Training = Hours
- Experience = Dates

Separate education, training & experience

Don’t assume the person reviewing your application knows you or what you do.

Structuring Your Response
So important!
# Exam Recommendations

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<tr>
<th>Do Not</th>
<th>Do</th>
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<tbody>
<tr>
<td>• Copy/Paste your resume for each response</td>
<td>• Contact HR with any exam or scoring questions</td>
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<tr>
<td>• Copy/Paste your job description as your answer</td>
<td>• Check formatting of your responses and all information was included</td>
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<tr>
<td>• Provide the same response for each question</td>
<td>• Include relevant and concise information</td>
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<td>• Leave any questions blank</td>
<td>• Ask for feedback</td>
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Where is my score?
Scores may be different

It may take 2 weeks or more for scoring and the quality assurance process

Contact HR if you have any questions regarding your score
Interview Preparation

If contacted for an interview
- Confirm date, time and location
- Ask for a contact person

Know the job you applying for
- Talk with hiring managers
- Read the announcement
- Ask current incumbents

Questions for the panel
## Competencies

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<td>Communication</td>
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<td>Detail Oriented</td>
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What competencies might be important for...

Administrative Assistant
- Decision Making
- Problem Solving
- Change Management
- Performance Management
- Leadership
- Time Management
- Project Management
- Communication
- Detail Oriented

Correctional Lieutenant
- Decision
- Problem Solving
- Change Management
- Performance Management
- Leadership
- Time Management
- Project Management
- Communication
- Detail Oriented

What knowledge, skills and experience do you have in these areas?
Question Structure

- Behavioral and Situational
  - Behavioral questions use past experience as future indicators.
    - “Tell me about a time when...”
    - Looking for a specific example

- Situational questions ask how you would react when presented with a certain situation
  - Present yourself as if you are in the position
  - Follow up with an example about when you did what they are asking about.
STAR Interview Model

- **Situation**: Provide context and background
- **Task**: Describe the problem & challenges
- **Action**: Explain WHAT YOU DID & how
- **Results**: State the benefits, savings, rewards, recognitions, etc
After Interview

Ask for feedback regardless of how you think you did in the interview

Growth opportunity
Recap

Why is it so important to read the exam instructions and typically gained by statements?

What are some examples of things not to do on your exam?

What does the STAR stand for in the STAR interview model?