# What to Expect When . . .

# You are Being Interviewed for a MoDOT position.

1. ***When you are contacted for the interview, you may be advised of such things as:***
2. The date and time of the interview;
3. The location of the interview;
4. The interview panel participants;
5. Whether you need to bring anything with you and if you will be expected to make a presentation or complete a written document;
6. An approximate length of time to anticipate for the interview.
7. ***When you walk into the interview room, you may expect to be:***
8. Introduced to the panel;
9. Advised of each panel member’s relationship to the position being filled;
10. Made aware of emergency evacuation procedures for the location where the interview is being conducted;
11. Advised of the main duties and expectations of the position being filled (usually by the hiring supervisor), the specific work location for the position, and any overtime or travel expectations associated with the position;
12. Told of the interview process, as follows:
	1. The interview will consist of a standard set of questions that will be asked of all applicants;
	2. Follow up questions may be asked, but you should offer as much information as you have available when answering each question;
	3. Questions may be repeated at your request;
	4. Feel free to take your own notes;
	5. Feel free to provide additional information to the panel, i.e. resume, transcript, action plan, portfolio, etc.;
	6. If you are struggling to answer a question, you may ask to come back to it at the end;
	7. The Human Resources staff member will be taking notes, as may the other panel members.
13. ***When the interview questions are completed, you may expect to:***
14. Have the opportunity to ask your own questions;
15. Learn about the anticipated time frame for filling the position;
16. Whether there is a possibility of a second interview;
17. Be advised as to who will contact you with an offer or a decline.
18. ***When the interview is completed and you have exited the interview, you may expect the panel to:***
19. Complete an Applicant Evaluation Worksheet, review your application, interview notes and any other relevant information provided by you;
20. Discuss top candidates and attempt to reach a consensus (if no consensus, the final decision is up to the hiring supervisor who must discuss the hiring decision with his/her supervisor. In some cases, there may be additional conversations with higher level district/division management.);
21. Determine the response to share opportunities for improvements from the interview process with internal candidates who are not offered the position;
22. Discuss the hiring decision with an HR representative to verify references, whether any waivers are necessary, and obtain a salary recommendation.