

## **Tips on Interviewing at Palomar College**

- Hiring committee sizes vary per position; some can be kind of large, which is typical for the California Community College system. When your interview is scheduled, HR will let you know how many committee members you will be interviewing with.
- Committee members will be taking notes during the interview so they might not always be looking your way. Please do not let that distract you and do not think they are not paying attention to your interview. It's to your benefit so they can discuss your interview later during deliberations.
- Our interview process is very structured with a set amount of time. HR will let you know the timing details when scheduling your interviews (the details will be in your confirmation email).
- Hiring committees come up with a standard set of interview questions they must ask of all candidates. They have to use the questions that were HR approved so they are most likely not going to engage much more than asking the set questions. They may ask a follow up question if needed.
- You will most likely have a question review period so take notes. It's ok to use your notes during the interview. For Zoom interviews, consider having the questions visible on another device to refer to them during your interview.
- Gauge your time during your interview and try to use your full allotted time. Pace yourself while answering the questions thoroughly and concisely.
- Answer the entire question. Sometimes there are multiple parts. Don't be afraid to ask the committee to repeat the question, or refer back to the questions given to you (taped to the table in front of you or emailed to you prior to your Zoom interview).
- Make sure you are addressing what the questions are actually asking. Relate your answers and experience back to the position you are interviewing for.
- Suggestion: Bring a notepad and a pen/pencil to take notes as the committee asks the interview questions; sometimes you'll get an idea and this will help with remembering those ideas when you give your answers.
- Do your research; know the position you are applying for. Depending on the level of position, research the division and/or the entire College.
- Know your population, not just that of the employees but of the community/student population in which the College serves and how you can meet their needs.
- If applying for a particular program/grant, research the purpose of the program/grant.
- Familiarize yourself with the job posting/description. All interview questions are directly related to the position/job description.

- For faculty positions, spend some time looking at the department website and course catalog so you have a sense of what courses are actually taught within the area you are applying to.
- Interviews/interview questions are carefully scripted. The same committee member will be asking the same questions of each candidate.
- Be prepared for at least one interview question related to diversity/equity/antiracism.
- Prepare how your past and current work experience/skills will apply to the position you are interviewing for.
- Point out your experience, background, unique qualifications and strengths that are related to the position.
- Have some situational examples in mind. Some interview questions will ask you to provide examples of when or how you have performed the duties in the past, or will ask you to draw on your experiences to show how you learned or overcame a task or challenge.
- If your interview has a presentation or teaching demonstration, remember to know your topic, know your audience, know your role, and know your time. All this information will be given to you when HR schedules your interview.
- Oftentimes, the last question is whether you have any questions for the committee or would like to add any information. Make sure your response is related to the position, or you can revisit a question you feel you would like to expand on if you have time.
- If you don't get the job, it doesn't mean that you don't have valuable skills and qualifications; it could mean that others were better suited to the needs of the institution at a given time.
- Practice interviewing with a friend or family member.
- Remember to present yourself professionally during the interview. The hiring committees want to see the real you, professionally speaking.
- If you will be interviewing via Zoom, take some time in advance to login to your account and test your equipment (devices/battery, camera, microphone, speakers/headphones, etc.) to ensure everything is working properly prior to your set interview time.
- If for some reason you are not able to attend your interview please contact your recruiter or the HR department as soon as possible (760-744-1150 ext. 3024 or 2609).