

TELLING YOUR STORY FROM RESUME TO INTERVIEW TO RESULTS

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- **Scott Catlett**, Finance Director, Yorba Linda, CA
- **Cindy Krebs**, Regional Director, Alliance Resource Consulting
- **Laura Nomura**, Deputy General Manager, Eastern Municipal Water District
- **Don Maruska**, Master Certified Coach, Dir. CSMFO Coaching



Interviewing Skills to Advance in Your Finance Career



Coaching Program
November 16, 2016

Watch this webinar recording available at “Agendas & Archives” tab of
www.csmfo.org/training/webinars.

Behavior-Based Interviewing

- “Tell me about a time when” or “Describe a situation where.”
- Past behavior is an indicator of future performance.
- Focused on core competencies
- Types of Questions
 - Open-ended questions
 - Related to core competencies
 - Successes & challenges

How to succeed in a government interview

1. Identify specific skills in job bulletin or description.
2. For each major area, be prepared with examples of what you've done or approach you'd take to get up to speed.
3. Prepare a short impactful "history" of your career, stressing matches with skills needed.
4. Be ready to answer how you prepared for the interview.
5. Be punctual, be professional in appearance, and make eye contact.
6. Review sample interview questions for the position.
7. Ask a colleague or friend to conduct a practice interview with you.
8. Get someone to do a video recording of you in a practice interview.
9. Do not criticize or belittle your current or past employer.
10. If you are an internal candidate, be careful not to undersell yourself.

Interview Scoring

Program Manager - Finance

Competency	Rating	Comments
Oral Communication		
Organization		
Problem Solving		
Leadership		
Performing Under Pressure		
Totals		

Format for the interviewing session

1. Simulate actual interviews.
2. Provide about 15-20 minutes of interviewing for each "candidate" (starting with aspirant for Accounting Manager and then Finance Director)
3. Offer 10-15 minutes of feedback to each "candidate"
4. Conduct 15 minutes of Q&A with audience (might do a few minutes after each "candidate")

Accounting Manager



Accounting Manager applicant

Competency	Rating	Comments
Oral Communication		
Organization		
Problem Solving		
Leadership		
Performing Under Pressure		
Totals		

Michelle Collett

- CSMFO San Diego County Co-Chair
- Accountant II, City of Escondido

Finance Director



Finance Director applicant

Competency	Rating	Comments
Oral Communication		
Organization		
Problem Solving		
Leadership		
Performing Under Pressure		
Totals		

Grace Castaneda

- CSMFO Membership Committee Chair
- Budget Manager, City of San Mateo

Q&A and Discussion