

## Tips for being a competitive candidate at DPS

### *When applying for jobs:*

- Make sure you complete your online CAPPs Recruit Candidate profile **thoroughly**. Do not leave gaps in your employment history.
- List all education and credentials. Be sure to upload transcripts and/or DD-214 or any other supporting documentation that verifies education or military experience.
- Be specific when describing what you did in each position you held; be sure to thoroughly explain your current knowledge, skills, and abilities.
- Do not use acronyms; spell each term out so those reviewing your information fully understand what you are describing.
- Make sure your information is well-written and use proper grammar. Be sure to thoroughly review before submitting your application.
- Do not misspell words or submit typos in your application.
- Make sure you include how your qualifications fit the job you are applying for; customize each application you submit to focus on the experience that applies to that job.
- Provide a valid phone number. Be sure to answer all job related correspondence promptly and professionally.
- Have a professional email address; do not use your favorite television show or pets name as part of your email address. Make it professional.

### *Preparing for the interview:*

- Make sure you know the DPS mission, goals, and values; do your research!
- Know the job you are applying for; be sure to have a copy of all job postings you have applied for so that you have the job information to review.
- Visualize the types of questions the interviewer could ask you by reviewing the job posting. Have scripted responses prepared and practice your answers.
- Dress for success. Wear professional business attire; first impressions are crucial.
- Arrive to the interview on time or a little early. **Do not be late!**
- Make eye contact with the interviewers when speaking.
- Be concise in your responses to the interviewer; do not ramble.
- Be confident when answering questions. You must be prepared; if you did your research, reviewed the job posting and prepared your responses to anticipated questions then you will be ready to make a great impression!