

## **10 WAYS TO BE AN OUTSTANDING CANDIDATE**

1. **PREPARATION**: You must prepare for **EVERY** stage of the hiring process. This includes the initial testing process, interviews, background investigation, etc. The prepared are noticed and so are the unprepared. Be noticed for the right reasons! Prepare for commonly asked questions through various resources and talking with others now working in the field. Maintain physical fitness and practice wellness. Diligent preparation often makes the difference between successful and unsuccessful candidates. You certainly can be the **BEST PREPARED** candidate!
2. **FOLLOW APPLICATION INSTRUCTIONS**: You must read and follow meticulously all instructions. Application and background forms must contain **all** required information. Failure to follow written or verbal instructions reflects poorly on the applicant, and in some cases may result in disqualification. Public safety positions demand rigorous attention to detail and thoroughness. Sloppy, incomplete and error-filled paperwork may indicate an applicant's lack of attention to detail and an overall lack of professionalism.
3. **HONESTY**: In all phases of the selection process, be completely truthful. This means providing total and complete information. Information provided at each step of the process is validated against information that was previously provided. Dishonesty in any form will result in immediate disqualification—and is the #1 reason candidates are eliminated from the hiring process! Integrity, honesty and trustworthiness are essential. **Honesty is your responsibility**.
4. **COMMUNICATIONS SKILLS**: Oral and written communication skills are critical in public safety occupations, and are emphasized in the testing process. Make eye contact with all panel members and practice concise, confident answers. Oral communication skills and the ability to establish rapport with an interview panel can be developed through practice and honest feedback from others.
5. **KNOWLEDGE OF OCCUPATION & DEPARTMENT**: Applicants must have a solid knowledge of the specific duties and demands of the profession, as well as knowledge of the agency and the jurisdiction served. Good sources are the department and city website, the department's annual report, talking to department employees, friends in the profession, and ride-a-longs. Failure to possess basic knowledge about the Department or the position being applied for indicates an applicant who is neither serious nor passionate about the profession or the NAU Police Department.
6. **PUNCTUALITY**: Arrive at **ALL** appointments at least 15 minutes early. Develop a habit of being early. Arriving late for scheduled appointments will not be accepted. Anticipate any possible cause for a delay. Poor time management skills will reflect negatively on applicants.
7. **PROFESSIONAL BUSINESS ATTIRE**: Dress and groom professionally during any interview: preferably a business suit. You never get a second chance to make a first impression. The NAU Police Department expects professional dress and grooming. If you are unsure what constitutes professional business attire and grooming, ask someone who knows.
8. **CANDOR & SINCERITY**: Demonstrate sincerity, candor, integrity, conviction and honesty. If you are not yourself, it will show. Avoid canned responses; we want to see who you are, how you think and what you value.
9. **KNOW YOURSELF**: Know why you want to work in public safety, and how your background, skills and aptitude indicate success in performing specific duties. The NAU Police Department wants to know your capability and potential to address the various issues and challenges faced in public safety.
10. **LISTEN CAREFULLY**: Be an active listener, especially during the interview process. Listen carefully to the questions asked and think before you respond. Take a few seconds to formulate a thoughtful, concise answer. Active listening is a valuable skill in all jobs, especially police work.

Thank you for your interest in our Police Department as you pursue a career in law enforcement.