

COUNTY OF SANTA CLARA

Office of the Sheriff

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Laurie Smith
Sheriff

Oral Interview Preparation

There are several things you can do now to prepare for the interviews that will be conducted during the hiring process. A good way to begin is by reviewing these considerations:

Be Prepared:

- Investigate the position and the agency
- Read the recruitment literature and explore the website
- Speak with current deputies
- Participate in the ride-a-long program

Areas of Evaluation:

- Your interest in the position
- Communication skills

Possible Areas of Questioning:

- Knowledge about the agency
- Duties of a Deputy Sheriff or Sheriff's Correctional Deputy
- Why you want to be a deputy
- Why you choose law enforcement/corrections as a career
- What you have done to prepare
- What can you bring to the agency

Duties:

Demonstrate interest by displaying your familiarity and knowledge with the duties:

- Preservation of life and welfare of inmates
- Apprehension or detainment of criminals
- Protect life, property, and community
- Preserve public peace and maintain order within the detention facility
- Prevent and investigate crime in the community or the jails
- Detect and arrest violators of law
- Investigate on-going criminal activity within the community or the jails

Appropriate Grooming:

- First impressions are important
- Agency grooming standards are recommended
- Proper business attire is recommended.
- Men: Suit and Tie, Women: Conservative Business Attire

Additional Information:

- Be polite and courteous
- Maintain eye contact
- Be honest and forthcoming
- Think before you speak