



Thank you for your interest in the Stone Harbor Police Department. Below, you will find several tips for completing applications and navigating oral interviews. These tips have been compiled over years of reviewing applications and interviewing applicants. We hope you find these tips helpful and wish you the best of luck as you look to being your career in public service.

## **The Application**

1. Complete the entire application. Answer each question as fully and accurately as possible. Your application provides our Department with a first impression of you. Take the time to make that first impression as complete and accurate as possible.
2. Pay attention to detail. Attention to detail is an essential tool in law enforcement. Have you used correct capitalization, spelling, and grammar? Are addresses formatted correctly? If a question requires more than one piece of information, have you provided each piece?
3. Provide all information. Have you listed each place you have resided? If you have received a traffic summons or been involved in an accident, have you listed all summonses you received or accidents in which you were involved? Have you omitted information because you cannot recall a date or location? Take a few extra minutes to track down the information needed to completely answer all questions. A complete, comprehensive application makes a world of difference when it is reviewed.
4. Upload clear images of all required documents. Missing documents or a blurry image of your document does the application reviewer no good.
5. Bring your vouchers up to speed. Make sure your vouchers know you are using them on your application. Tell them about this specific application and share with them why you want to join the Stone Harbor Police Department.
6. Proofread. Did you proofread your application? Did you have a relative, friend, or mentor look over your application before submitting it? A second set of eyes can be invaluable for improving your application. There is a big difference between a “clean” application and one that is littered with errors so why not have someone else check your work before hitting that submit button?



## The Interview

1. Follow Directions: If you are selected for an interview, read your interview invitation and follow the directions. The invitation might require you to confirm your attendance and may contain specific instructions to follow on the day of your interview. Simply following the directions in your application and your interview invitation is an easy way to show you can critically read, comprehend, and follow instruction. This is a big part of what we do daily and is invaluable in our mission to protect and serve the public.
2. Arrive on time. You've probably heard the saying, "Early is on time, on time is late, and late is unacceptable." Much of police work revolves around being where you are supposed to be when you are supposed to be there. Prepare the night before your interview. Have directions ready to go. Leave time for traffic delays, parking, etc.
3. Arrive prepared. Put your best foot forward by arriving at your interview in clean, neat, professional dress. Make sure you have all items needed (writing utensil, resume, etc.).
4. Be yourself. You were invited to interview because we want to know about you! We are not interested in stock answers pulled from a quick Google search. Don't tell us what you think we want to hear... tell us about you... your strengths, your weaknesses, and everything in between. Rather than trying to memorize answers that you may or may not agree with, give us your thoughts. After all, you are an expert in you... it should be easy!
5. Tackle past mistakes head on. We all make mistakes! What is important is that we accept them, learn from them, and move on. Rather than nervously avoiding the issue, turn that mistake you have been worried about into a success story.
6. Sell yourself. Take full advantage of every question asked of you. Each question is your opportunity to tell us why you would be such a great fit for the Stone Harbor Police Department.