

WOMEN IN TRADES

March 3, 2021



ZOOM MEETING ETIQUETTE

- Please mute yourself when not speaking.
- Stay engaged.
- Maintain Confidentiality – if you later share about your experience in this workshop, refrain from using names of other participants.
 - What is said here, stays here; what is learned here, leaves here.
- No shaming, attacking or discounting.



Welcome!



Jackie Flowers
Director of Utilities

AGENDA

3:30 – 3:45 PM Welcome to Women in Trades

3:45 – 4:45 PM Overview of Trade Offerings at City of Tacoma

4:45 – 5:15 PM Interview Preparation

5:15 – 6:00 PM Q&A Panel

6:00 – 7:00 PM Networking Hour



Tacoma Power

Line – Wire – Meter
Apprenticeship Programs



TACOMA POWER

ABOUT OUR PROGRAMS - GENERAL DUTIES

Line Electrician Apprentice



Prepare and set line poles and guy wires; repair or replace damaged or decayed poles

Install transformers, transformer banks and related electrical connections on poles

Climb poles and steel structures and perform work on both energized and de-energized circuits

Wire Electrician Apprentice



Assist journey-level employees in general wiring work in electrical transmission, distribution and generation facilities

Participates in installing and repairing underground and network electrical systems

Climbs towers and related equipment; installs primary and secondary conductors

Electrical Meter & Relay Tech Apprentice



Assist in testing, calibrating, repairing and installing auxiliary devices to metering

-such as pulse initiators, transformers, multi-function meters

Assist in testing, calibrating and repairing of electrical meter equipment using a variety of test equipment and software



Tacoma Power

ABOUT OUR PROGRAMS

APPRENTICESHIP COMMITMENT

- 3 ½ years or 7,000 hours
- 4-hr weekly apprentice class
- Step Exams every 6-months

APPRENTICESHIP PERKS

- Amazing Benefits
- On-the-Job Training
- Potential for Overtime
- Rewarding Career in the Electrical Field
- Positively impact the community

If you have an interest in working with your hands, and enjoy building and creating projects, then an electrical apprenticeship may be for you!



TACOMA POWER

ABOUT OUR PROGRAMS - SALARY TABLES

Line Electrician
Apprentice

\$36.11 – 42.77 Hourly
\$75,108.80 Annually

Wire Electrician
Apprentice

\$35.80 - \$42.06 Hourly
\$74,464.00 Annually

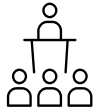
Electrical Meter & Relay
Tech Apprentice

\$36.59 – 43.39 Hourly
\$76,107.20 Annually



APPRENTICESHIP ROADMAP

OPPORTUNITIES TO HELP YOU SUCCEED



Skill Center courses

*Example:
Tacoma's Tool
Center*

Tacoma's training and employment program focuses on career prep for residents of Tacoma by partnering with the Tool Center.

Outcomes: *Qualified and trained individuals who are confident in trades work.*

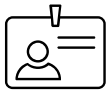


Pre-Apprenticeships

*Example:
Parkland Career
Center*

Prepares Pierce County residents for apprenticeship programs or direct employment in the construction industry.

Outcomes: *Develop essential and technical skills needed to be successful in the construction industry.*



Registered Apprenticeships

*Example: Local
trade companies &
unions*

Employees **have on-the-job experiences and aligned classroom learning** under the supervision of experienced Journeymen.

Outcomes: *Pathways to career advancement and higher wages*



TACOMA POWER

MINIMUM QUALIFICATIONS

MINIMUM QUALIFICATIONS

- ✦ Valid Drivers License
- ✦ Minimum of 6 months in electrical or construction trades, or the completion of a formalized vocational training program in related field



EDUCATION REQUIREMENTS

- ✦ Graduation from high school or equivalent
- ✦ Completion of high school level algebra
- ✦ Completion of a Basic Electricity course

BASIC ELECTRICITY

One course must be in process or completed prior to hiring selection in June of hiring year



Course curriculum must include Ohm's Law, AC/DC Theory, Parallel & Series circuits

NOTE: Taking a Basic Electricity class does NOT guarantee you will be accepted into an apprenticeship program. But participating fully and passing all portions of this class will give you experience and education to help you on applications, written and working tests, and interviews.

Basic Electricity Courses

Basic Electricity Courses	Text Books
https://www.udemy.com/course/the-complete-basic-electronics-course/	Electricity (Alexander Publications)
https://www.tpctraining.com/products/basic-electricity-training?_pos=1&_sid=2ab5ca659&_ss=r	Delmar's Standard Textbook on Electricity (Delmar learning)
http://www.electricityforum.com/basic-electricity.html	Basic Electricity (Schaum's, published by McGraw Hill)



PREPARING FOR TACOMA POWER APPRENTICESHIP

Basic Electricity & Math



Upon passing minimum qualifications, applicants will be invited to participate in a Basic Electricity and mathematics test

Tools to prepare for the test:

Delmar Basic Electricity

Physical Ability Testing



Physical Ability tests are held for the Line & Wire Apprenticeship. Tasks may include chin-ups, rows and other strenuous activity.

Exercises to prepare for:

Chin-ups, Rows, Squats, Aerobic Bicycling

Oral Interview and Practical Stations



The final stage of the recruitment process will be a 6-part practical station, following an oral interview.

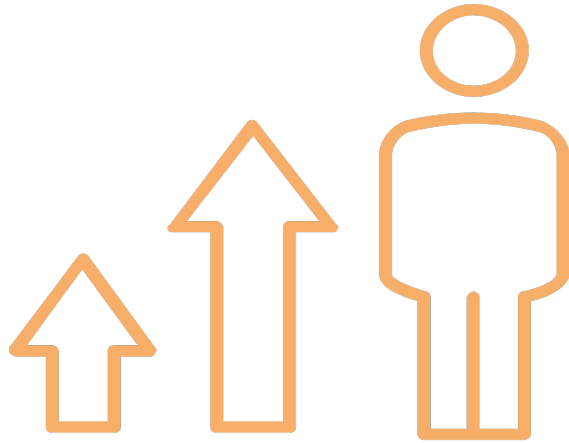
Ways to Prepare:

Interview practice



TACOMA POWER APPRENTICE CAREER PROGRESSION

Where do you go from here?



- Line Electrician:
 - Starting at \$105,185.60/Year
- Wire Electrician:
 - Starting at \$103,521.60/Year
- Electrical Meter & Relay Technician:
 - Starting at \$101,732.80/Year

If you have an interest in working with your hands, and enjoy building and creating projects, then an electrical apprenticeship may be for you!



THANK YOU

For questions regarding Tacoma Power's apprenticeship programs, please contact Tacoma Power Training at:

TPowerTraining@cityoftacoma.org



Tacoma Water

Potable Water Supply Apprenticeship Program



TACOMA WATER

ABOUT OUR PROGRAM - GENERAL DUTIES

Water Utility Worker Apprentice



Assisting in the installation, maintenance, and repair of water supply and distribution facilities and systems.

Duties include installing, maintaining, and repairing:

- Pipes
- Meter yokes
- Meters
- Meter boxes
- Gate valves
- Fire hydrants
- Concrete vaults
- And other water system components

As well as, operating a variety of equipment and machinery; and performing continuous and strenuous manual labor, to include frequent heavy lifting in all types of weather.



TACOMA WATER

ABOUT OUR PROGRAM - GENERAL DUTIES

APPRENTICESHIP COMMITMENT

- 2 years – approx. 3,000 hours
- 11 after hours classes
- Step reviews every 6-months

APPRENTICESHIP PERKS

- Amazing Benefits
- On-the-Job Training
- Potential for Overtime
- Rewarding Career in the Water Industry
- Positively impact the community



TACOMA WATER

ABOUT OUR PROGRAM – SALARY TABLE

Water Utility Worker Apprentice

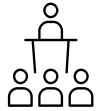
\$27.72 - \$29.11 Hourly

\$57,657.60 - \$60,548.80 Annually



APPRENTICESHIP ROADMAP

OPPORTUNITIES TO HELP YOU SUCCEED



Skill Center courses

*Example:
Tacoma's Tool
Center*

Tacoma's training and employment program focuses on career prep for residents of Tacoma by partnering with the Tool Center.

Outcomes: *Qualified and trained individuals who are confident in trades work.*

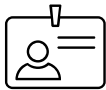


Pre- Apprenticeships

*Example:
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Prepares Pierce County residents for apprenticeship programs or direct employment in the construction industry.

Outcomes: *Develop essential and technical skills needed to be successful in the construction industry.*



Registered Apprenticeships

*Example: Local
trade companies &
unions*

Employees **have on-the-job experiences and aligned classroom learning** under the supervision of experienced Journeymen.

Outcomes: *Pathways to career advancement and higher wages*



TACOMA WATER

MINIMUM QUALIFICATIONS

MINIMUM QUALIFICATIONS

- ✦ 18 years of age
- ✦ Valid Drivers License
- ✦ Pass the Civil Service Water Utility Worker entrance exam with 70% or greater score.



EDUCATION REQUIREMENTS

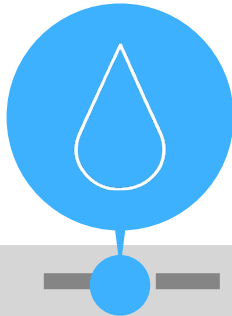


Graduation from high school or GED equivalent.



PREPARING FOR TACOMA WATER APPRENTICESHIP

Physical Ability Testing

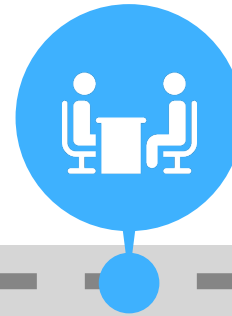


Physical Ability tests are held for the Potable Water Supply Apprenticeship. Tasks may include rows, squats and other strenuous activity.

Exercises to prepare for:

Rows, Squats, Shoulder Press, Aerobic Bicycling

Oral Interview



The final stage of the recruitment process is an oral panel interview.

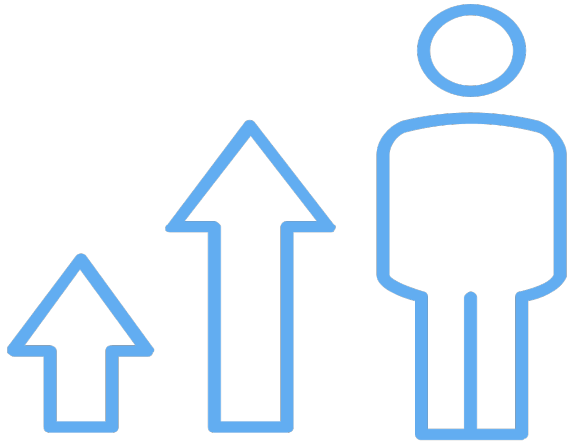
Ways to Prepare:

Interview practice



TACOMA WATER APPRENTICE CAREER PROGRESSION

Where do you go from here?



- Water Service Worker:
 - Starting at \$73,112.00/Year
- Water Service Worker, Lead:
 - Starting at \$87,859.20/Year
- Water Plant Maintenance Worker:
 - Starting at \$77,313.60/Year
- Water Service Mechanic:
 - Starting at \$82,950.40/Year
- Water Quality Specialist:
 - Starting at \$73,028.80/Year
- Water Service Supervisor:
 - Starting at \$101,920.00/Year



THANK YOU

For questions regarding Tacoma Water's apprenticeship program, please contact Shantel Shepard at:

SShepard@cityoftacoma.org



Tacoma Rail



TACOMA RAIL ORGANIZATION

- 2 Railroads
- 119 Employees
- Train Operations 24/7
- Crew Assignments
- Locomotive Power (16)
- Mechanics
- Track/Maintenance
- Administration
 - Safety
 - Regulatory Compliance
 - Customer Interactions



TACOMA RAIL

RAILROAD TYPE & INTERCHANGE

- **Tacoma Rail:**
 - Switching railroad
 - Handle local freight
- **Mainline customers:**
 - BNSF & UP
 - Handle transcontinental freight



TACOMA RAIL

UNION PACIFIC & BNSF LOCOMOTIVE SERVICING

- **Statistics**

- Started Service in September 2006
- Over 130,000 Locomotives
- Ultra Low Sulfur Fuel
 - Air pollutant emissions decreased by up to 97% between 2005-2016* (Puget Sound Maritime Air Emissions Inventory (PSEI))
- Saving 6-12 hours per train



TACOMA RAIL

SALARY TABLES

Locomotive Engineer

\$41.28 Hourly
\$85,862.40 Annually

Railway Conductor

\$28.61 - \$38.14 Hourly
\$59,508.80 - \$79,331.20 Annually

Railway Track Maintenance Worker

\$30.35 - \$33.72 Hourly
\$63,128.00 - \$70,137.60 Annually

Locomotive Mechanic

\$32.47 - \$39.47 Hourly
\$67,537.60 - \$82,097.60 Annually



TACOMA RAIL

QUALIFICATIONS

- **Locomotive Engineer:** 2 years experience operating diesel-powered locomotives with railroad operating under Federal Railroad Administration (FRA) rules
- **Railway Conductor:** 1 year experience as a conductor with a railroad operating under FRA regulations, etc.
- **Railway Track Maintenance Worker:** 1 year experience in maintenance of standard gauge railroad tracks & roadbeds including experience operating specialized railroad on & off track maintenance equipment, etc.
- **Locomotive Mechanic:** 2 years experience in locomotive shop, including training in repair & servicing of diesel locomotives under FRA regulations, or completion of recognized diesel/heavy equipment mechanic apprenticeship or vocational program, etc.



TRAINING OPPORTUNITIES

- **Northwest Rail Institute – Vancouver, WA**
 - www.nw-ri.com
 - Conductor training
 - 6 month program
- **National Academy of Railroad Sciences (NARS) – Overland Park, KS**
 - www.narstraining.com
 - Conductor, signal, welding courses
- **Bates Technical College**
 - www.batestech.edu
 - Diesel & heavy equipment technology
- **Contractors for signal maintenance or railroad construction**
- **BNSF Railway - <https://jobs.bnsf.com>**
- **Union Pacific Railroad - <https://up.jobs/index.htm>**



THANK YOU

For questions regarding Tacoma Rail, please
contact Lori Daniels at:

ldaniels@cityoftacoma.org



Environmental Services

Skilled Trades Positions:

Construction Inspectors, Engineering Techs, WWTP Operators (OIT), WWTP Assistants, Solid Waste Collector Drivers, Equipment Operators (Heavy), Sewer Workers, Source Control Representatives, Solid Waste Workers, and Biosolids Distribution Operators



ENVIRONMENTAL SERVICES

Environmental Services protects and restores natural resources, keeping our city clean, safe and livable through garbage and recycling pickup, wastewater treatment, household hazardous waste disposal, protection from stormwater pollution and much more. We believe everything we do supports healthy neighborhoods and a thriving Puget Sound, leaving a better Tacoma for all.



ENVIRONMENTAL SERVICES

MISSION STATEMENT

We believe everything we do supports healthy neighborhoods and a thriving Puget Sound, leaving a better Tacoma for all.

HEALTHY NEIGHBORHOODS

+

THRIVING PUGET SOUND

=

A BETTER TACOMA



ENVIRONMENTAL SERVICES

DIVISIONS & EMPLOYEES



Divisions

- Business Operations
- Office of Environmental Policy & Sustainability (OEPS)
- Operations and Maintenance
- Science and Engineering
- Solid Waste Management

Employees: 502



ENVIRONMENTAL SERVICES POSITIONS



- Construction Inspector
- Engineering Tech
- WWTP Operators (OIT)
- WWTP Assistants
- SW Collector Driver
- Equipment Operator (Heavy)
- Biosolids Distribution Operator
- Sewer Worker
- Source Control Representative
- Solid Waste Worker



ENVIRONMENTAL SERVICES

SALARY TABLES

Waste Water Treatment Plant (WWTP) Operators in Training

\$28.59 - \$31.96 Hourly
\$59,467.20 - \$66,476.80 Annually

Waste Water Treatment Plant (WWTP) Assistant

\$28.10 - \$30.98 Hourly
\$58,448.00 - \$64,438.40 Annually

Sewer Worker

\$26.57 - \$32.30 Hourly
\$55,265.60 - \$67,184.00 Annually

Solid Waste Collector Driver

\$32.17 - \$35.47 Hourly
\$66,913.60 - \$73,777.60 Annually

Solid Waste Worker

\$23.09 - \$28.06 Hourly
\$48,027.20 - \$58,364.80 Annually



ENVIRONMENTAL SERVICES

QUALIFICATIONS

Waste Water Treatment Plant (WWTP) Operators-in –Training (OIT):

- Graduation from high school or equivalent. Two (2) years college level course work in the environmental sciences, microbiology, chemistry, or mathematics is preferred. Valid Washington State driver's license at time of appointment with maintenance thereafter. Satisfactory completion of training and on-the-job experience to obtain Operator in Training Certification within six (6) months.

Waste Water Treatment Plant (WWTP) Assistant:

- Graduation from high school and six (6) months of experience in maintenance, construction, equipment operation or general manual labor. Valid Washington State Driver License at time of appointment, with maintenance thereafter.

Sewer Worker:

- Sufficient training and experience to demonstrate the knowledge and abilities listed. Valid Washington State driver's license.



ENVIRONMENTAL SERVICES

QUALIFICATIONS

Solid Waste Collector Driver:

- Sufficient training and experience to demonstrate the knowledge and skills listed above including six (6) months' recent relevant employment performing heavy manual labor, and at least one (1) year experience operating heavy-duty trucks with a minimum GVW of 34,000 pounds (preferably solid waste-related automotive equipment). Valid Washington State Commercial Class B (minimum) Driver's License at time of application and maintenance thereafter. Verifiable safe-driving record.

Solid Waste Worker:

- Graduation from high school and six (6) months' experience in heavy manual labor. Valid Washington State Driver's License at time of appointment with maintenance thereafter.



ENVIRONMENTAL SERVICES

CAREER PROGRESSION – ADVANCEMENT OPPORTUNITIES

Senior Sewer Worker:

- Starting at \$73,756.80/Year

Wastewater Treatment Plant Operator:

- Starting at \$69,971.20/Year

Wastewater Treatment Plant Operator, Senior:

- Starting at \$84,905.60/Year

Wastewater Treatment Plant Supervisor:

- Starting at \$97,032.00/Year

Solid Waste Route Supervisor:

- Starting at \$96,948.80/Year

Refuse Scale Operator:

- Starting at \$58,760.00/Year

Equipment Operator:

- Sewer: Starting at \$66,872.00/Year
- Solid Waste: Starting at \$70,428.80/Year

Equipment Operator, Heavy:

- Sewer: Starting at \$75,067.20/Year
- Solid Waste: Starting at \$74,256.00/Year



THANK YOU

For questions regarding Environmental Services,
please contact Marie Angel or Nicole Ratliff at:

mangel@cityoftacoma.org

nratliff@cityoftacoma.org



Planning and Development Services

Skilled Trades Positions:

Inspectors, Construction Inspectors, Engineering Technicians, and Permit Technicians



PLANNING AND DEVELOPMENT SERVICES

Planning and Development Services representatives include experts in building code, land use and zoning, traffic, environmental services, private development, and right-of-way. Their mission is to partner with the community to build a livable, sustainable and safe City by providing strategic, timely, predictable, cost effective planning and development services with a culture focused on community engagement, customer service, creativity, accountability and continuous improvement.



PLANNING AND DEVELOPMENT SERVICES

MISSION

Our mission is to partner with the community to build a livable, sustainable, and safe city by providing a strategic, timely, predictable, cost-effective planning and development services with a culture focused on community engagement, customer service, creativity, accountability, and continuous improvement.



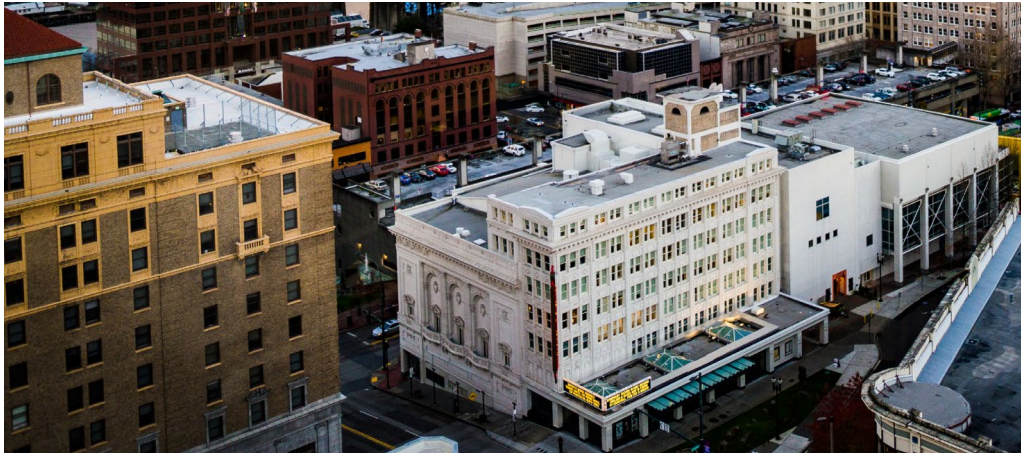
PLANNING AND DEVELOPMENT SERVICES

DIVISIONS & EMPLOYEES

Divisions

- Land Use
- Long Range Planning
- Permit Resource Center
- Site and Building

Employees: 84



PLANNING AND DEVELOPMENT SERVICES POSITIONS



- **Inspectors**
- **Construction Inspectors**
- **Engineering Technicians**
- **Permit Technicians**



PLANNING AND DEVELOPMENT SERVICES

SALARY TABLES

Construction Inspector

\$35.66 - \$45.50 Hourly
\$74,172.80 - \$94,640.00 Annually

Inspector

\$35.31 - \$42.93 Hourly
\$73,444.80 - \$89,294.40 Annually



PLANNING AND DEVELOPMENT SERVICES

QUALIFICATIONS

Construction Inspector:

- Graduation from high school supplemented by college-level courses related to inspection work and three years' experience in field or office engineering work involving construction phase reviews. Valid Washington State driver's license at time of appointment with maintenance thereafter.

Inspector:

- Graduation from high school, vocational school, or recognized construction trade apprenticeship program. A minimum of one (1) years' experience as an Inspector using the International Building Code, International Mechanical Code, Uniform Plumbing Code, International Residential Code or the International Property Maintenance Code or certification by the International Code Council as a Building Inspector, Plan Reviewer, or Code Compliance Inspector, or a minimum of three (3) years' journey-level experience in the building construction trades. Valid Washington State Driver's License at time of appointment, or evidence of equivalent mobility, with maintenance thereafter.



PLANNING AND DEVELOPMENT SERVICES

CAREER PROGRESSION – ADVANCEMENT OPPORTUNITIES

Construction Inspector Supervisor:

- Starting at \$84,718.40/Year

Code Inspection Supervisor:

- Starting at \$84,718.40/Year

Engineering Technician II:

- Starting at \$62,961.60/Year

Development Specialist I:

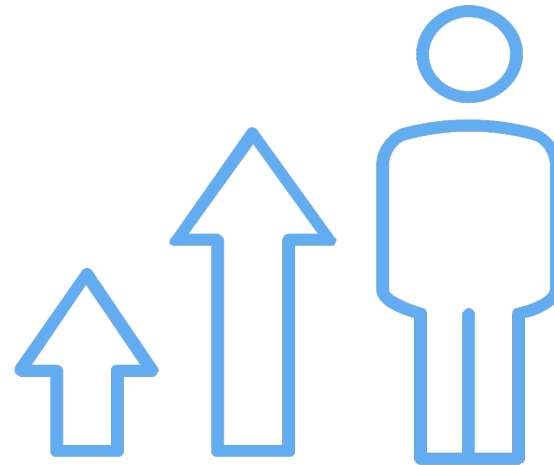
- Starting at \$62,524.80/Year

Development Specialist II:

- Starting at \$76,502.40/Year

Development Specialist III:

- Starting at \$87,006.40/Year



THANK YOU

For questions regarding Planning and Development Services, please contact Marie Angel or Nicole Ratliff at:

mangel@cityoftacoma.org

nratliff@cityoftacoma.org



Public Works

Skilled Trades Positions:

Equipment Operators (Heavy), Street Maintenance Worker, Grounds Maintenance Worker, Road Use Compliance Officer, Signal and Lighting Electrician, Apprentice, Vehicle Equipment Shop Attendant, Heavy Equipment Mechanic, Facilities Maintenance Mechanic, Carpenter, Parking Enforcement Officer



PUBLIC WORKS

The Public Works Department and its employees tend to the infrastructure needs and the improvement of the City and its surroundings. Their focus is on the safety, cleanliness and smooth function of our streets, buildings and additional facilities. Employee jobs cover a multitude of tasks that keep the city clean, safe and livable such as street maintenance, bridge construction, and maintenance of signs, signals and traffic lights, sidewalk construction and repair and so much more.



PUBLIC WORKS MISSION

Our mission is to partner with the community to build a livable, sustainable, and safe city by providing a strategic, timely, predictable, cost-effective planning and development services with a culture focused on community engagement, customer service, creativity, accountability, and continuous improvement.



PUBLIC WORKS

DIVISIONS & EMPLOYEES

Divisions

- Director's Office
- Engineering
- Facilities Management
- Street Operations

Employees: 248



PUBLIC WORKS POSITIONS

Public Works Positions

- Equipment Operators (Heavy)
- Street Maintenance Worker
- Grounds Maintenance Worker
- Road Use Compliance Officer
- Signal and Lighting Electrician, Apprentice
- Vehicle Equipment Shop Attendant
- Heavy Equipment Mechanic
- Facilities Maintenance Mechanic
- Carpenter
- Parking Enforcement Officer



PUBLIC WORKS

SALARY TABLES

Equipment Operator

\$33.86 Hourly
\$70,428.80 Annually

Equipment Operator, Heavy

\$35.70 - \$37.48 Hourly
\$74,256.00 - \$77,958.40 Annually

Signal & Lighting Electrician, Apprentice

\$34.02 - \$40.30 Hourly
\$70,761.60 - \$83,824.00 Annually



PUBLIC WORKS

QUALIFICATIONS

Equipment Operator:

- High school diploma or equivalent and one year of work experience driving trucks and light equipment in support of maintenance, operations or construction duties. Some positions require a valid Washington State Commercial Driver's License (CDL) with Air Brake Restriction removed or Tanker Endorsement and Air Brake Restriction removed at time of application with maintenance thereafter.

Equipment Operator, Heavy:

- Two (2) years of work experience in construction or maintenance trades working with and around heavy equipment. Possession of a valid Class A Commercial Driver's License with Tanker endorsement and Air Brake restrictions removed at time of application with maintenance thereafter.



PUBLIC WORKS

QUALIFICATIONS

Signal and Lighting Electrician, Apprentice:

- Graduation from high school (GED) including or supplemented by a high school level algebra course and a basic electricity class; and one (1) year experience in the electrical construction or electrical maintenance trade or completion of a formalized vocational training program in a related field. Valid Washington State Driver's License, with maintenance thereafter.
- Valid Washington Commercial Driver's License with Class A-Air Brake endorsement, flagging, CPR, first-aid and forklift training certificates will be required prior to completion of the 12-month probationary period, with maintenance thereafter.
- As part of the Apprenticeship Program, additional certifications will be required including Digger/Derrick certification, International Municipal Signal Association (IMSA) certifications for Traffic Signal 1, Traffic Signal 2 and Roadway Lighting.



PUBLIC WORKS

CAREER PROGRESSION – ADVANCEMENT OPPORTUNITIES

Signal & Lighting Electrician:

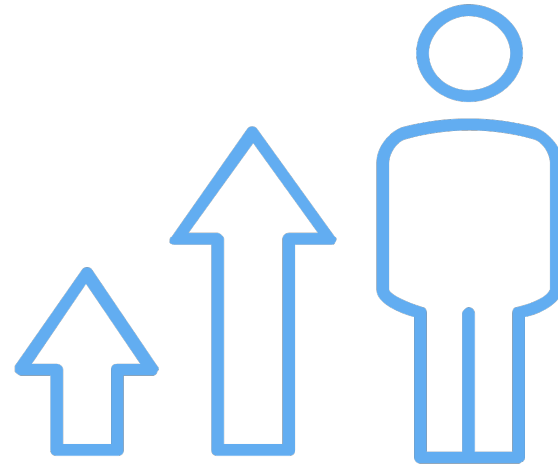
- Starting at \$90,563.20/Year

Signal & Lighting Electrician, Senior:

- Starting at \$106,870.40/Year

Traffic Field Operations Supervisor:

- Starting at \$114,504.00/Year



TRAINING OPPORTUNITIES

- **Washington Building Trades -**
<https://wabuildingtrades.org/>
- **Local Union Halls**
- **Washington Association-Building Officials -**
<https://www.wabo.org/>
- **ICC - International Code Council -**
<https://www.iccsafe.org/>
- **Bates Technical College -** www.batestech.edu
- **Clover Park Technical College -** <https://www.cptc.edu/>
- **Apprenticeship & Non-Traditional Employment for Women (ANEW) -** <https://anewaop.org/>
- **Washington State Department of Labor & Industries -**
<https://lni.wa.gov/licensing-permits/apprenticeship/become-an-apprentice>



TRAINING OPPORTUNITIES

- **Wastewater Programs**

- [Clover Park Technical College Environmental Program](#)
- [Green River Community College Wastewater Program](#)
- [Skagit Valley Wastewater/Water Program](#)
- [Department of Ecology](#)
- [Washington Association of Sewer and Water Districts](#)

- **Lakehaven Water and Sewer District - Wastewater Operations Internship Program**

- <https://www.lakehaven.org/155/Wastewater-Operations-Internship-Program>

- **Washington Environmental Training Center (WETRC) - <https://www.wetrc.org/>**

- **Washington Association of Sewer & Water Districts (WASWD) - <https://www.waswd.org/>**



THANK YOU

For questions regarding Public Works, please
contact Marie Angel or Nicole Ratliff at:

mangel@cityoftacoma.org

nratliff@cityoftacoma.org



A photograph of the Tacoma skyline at sunset, with buildings illuminated and their lights reflecting on the water. The sky is a mix of orange and blue.

Break

We'll be right back!



A photograph of the Tacoma skyline at sunset, with several high-rise buildings illuminated against a warm orange and yellow sky. The buildings are reflected in the water in the foreground. The image has a blue overlay.

INTERVIEW SKILLS

Kat Flores & Alissa McLain, Human Resources Analysts



YOU WANT TO KNOW

- Interviews are not passive
- Questions are unpredictable
- Just 'wing it'
- Setting a trap for candidates



TYPES OF INTERVIEWS

- One on One
- Group
- Committee / panel
- Telephone
- Informational



PREPARATION

- **Start with self**
- **Research**
- **Practice!**
- **What to ask**



THE DAY

- **Dress and grooming**
- **What to bring**
- **Before the interview**



THE INTERVIEW

- **Introductions**
- **Questions and answers**
- **What not to do**
- **Closing**
- **After the interview**

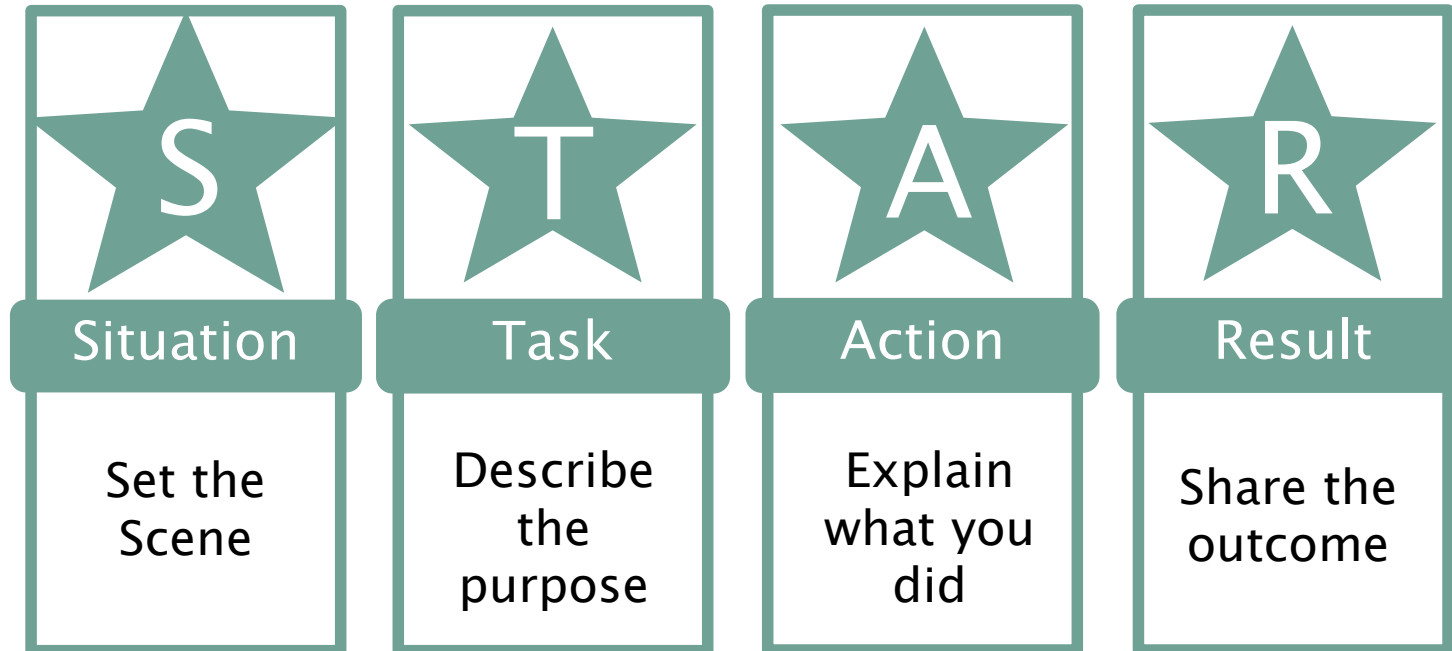


INTERVIEW QUESTIONS

- **Frequently asked questions**
- **Behavioral based questions**
- **Practice!**

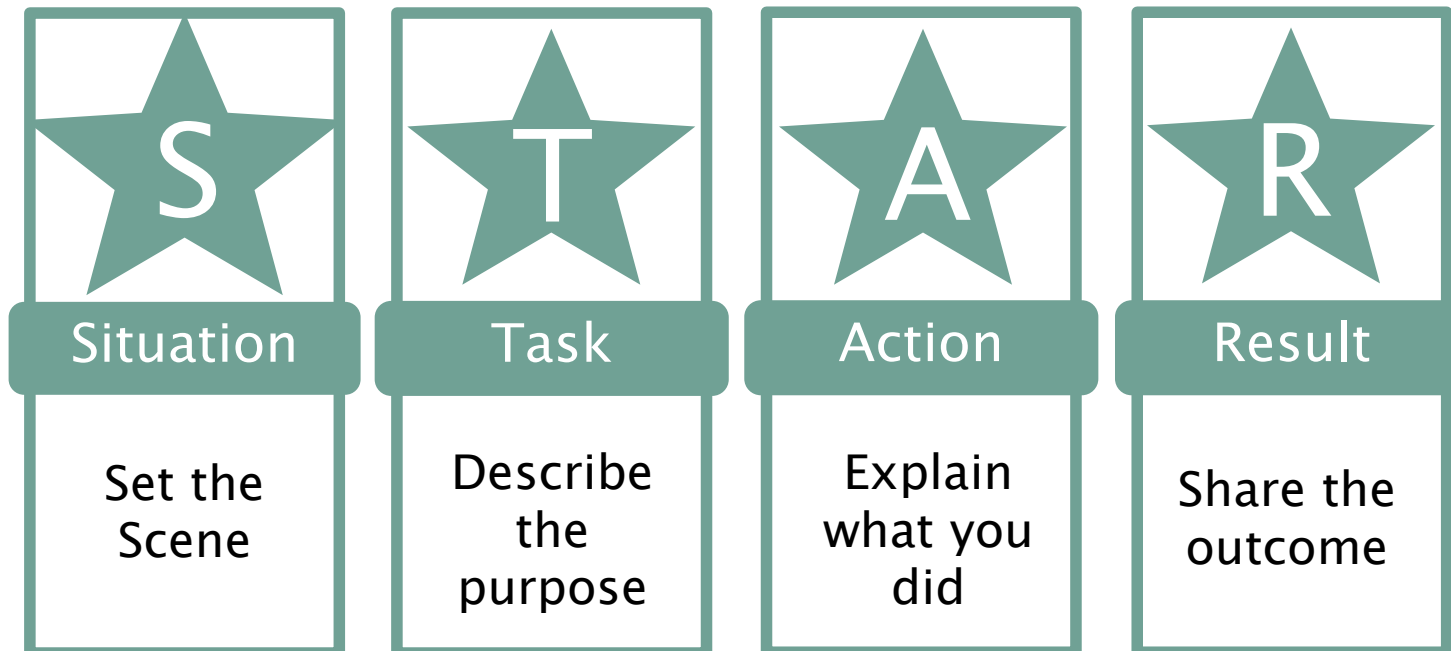


STAR METHOD



STAR METHOD – INTERVIEW PRACTICE

- ▶ Tell us about a time you worked on a project with people who were from cultural backgrounds other than your own.
- ▶ Please tell us about a time you were assigned a task that you thought was impossible.
- ▶ Describe a specific situation where you were able to de-escalate a conflict.



THANK YOU

For questions regarding interviews, please
contact Kat Flores at:

kflores@cityoftacoma.org



A photograph of the Tacoma skyline at sunset, with buildings illuminated by warm orange and yellow light. The sky is a gradient of blue and orange. The foreground shows a body of water reflecting the city lights.

Break

We'll be right back!



Q&A PANEL



A photograph of the Tacoma skyline at sunset, with several high-rise buildings illuminated against a warm orange and yellow sky. The buildings are reflected in the water in the foreground. The image has a blue overlay.

NETWORKING HOUR

6:00 PM – 7:00 PM

