



## What to expect during a Rutan interview

*On June 21, 1990, the United States Supreme Court, in Rutan v. Republican Party of Illinois, held that hiring, promotion, transfer and recall decisions may not be decided on the basis of party affiliation and support. The state is committed to full compliance with the Supreme Court's decision through the promulgation of policies and procedures that help to ensure all such decisions are not based on party affiliation and support, such as the merit and qualifications of the candidates. The Supreme Court's decision is applicable to all government units throughout the country, including all state agencies under the jurisdiction of the governor. Illinois strives to follow Administrative Orders Numbers 1 and 2 (1990), and Administrative Order Number 1 (1991).*

### **During a Rutan interview, the interviewers will:**

- Greet and introduce themselves.
- Present a brief description of the position.
- Explain how the interview process is structured.
- Ask questions in the same order for each candidate.
- Repeat the question so you can think about it and your response.
- Document and evaluate your responses based on certain criteria.
- Be quiet and take notes as you are responding to the questions.
- Ask you if you have any questions at the end of the interview.
- Inform you of how you will be contacted once a decision is made (if known).

### **The interviewers cannot:**

- Clarify, rephrase or explain a question.
- Review your job application during the interview or use information in your application when rating your responses.
- Give any outwards signs to show how the interview is going.

### **Interview Tips:**

- Be on time.
- Dress professionally. It communicates you take the job and interview seriously.
- Assume nothing is known about you or your background.
- Don't prepare for a generic job interview. Research the agency, division and position for which you've applied.
- Listen to the questions closely.
- It is ok to ask to have a question repeated.
- Answer the question asked. If the question has two parts, answer both parts.
- If you are asked for specifics, such as degree earned, university attended or special trainings completed, provide them.
- Highlight your skills and knowledge.
- Be specific about your job experiences, including specific titles held, job duties, length of time in each position and company/agency where you were employed.
- You are allowed to write the questions down. The notes will be collected at the end of the interview.
- If you bring your resume with you, ask before you use it as a reference.
- Name dropping of political persons is not allowed.
- Keep it professional. Don't talk about your personal life.
- Don't blather. If you don't know the answer, simply say so.