

Sacramento Police Department  
PROFESSIONAL STAFF TRAINING 2021  
CAREER DEVELOPMENT

**Statement of Purpose:** The purpose of this course is to provide professional staff with a review of strategies, skills, and techniques that they can use to further their careers with the Sacramento Police Department. The training will enhance their ability to plan for lateral and promotional opportunities and will present skills that can be used to improve success during interview panels. The course consists of a lecture and open discussion.

Course Objectives:

- Review of common ways to improve the employee's education and experience.
  - Overview of differences between specialized vs. promotional processes.
  - Overview of the application process and building a resume.
  - Introduction to common topics covered by interview panels.
  - Review of strategies for interview preparation.
  - Comprehend and understand what interview panels are looking for.
- I. Before the job posting comes out
    - a. What can you do to make yourself more competitive?
    - b. Your work ethic and reputation
    - c. Example position
  - II. The application process
    - a. Review the job posting
    - b. Filling out the application
    - c. What can you do if your application is disqualified?
    - d. Example position
  - III. Preparing for the interview
    - a. Practical exercises
    - b. Common topics
    - c. Mock oral interviews
  - IV. The day of the interview
    - a. Plan ahead for being well rested
    - b. In person vs. phone/video interview
    - c. Appearance
    - d. Will there be an exercise of any type?
    - e. Time management
    - f. Answering the questions completely
    - g. Example position
  - V. After the interview
    - a. Scoring and ranking the list
    - b. 360's

Sacramento Police Department  
PROFESSIONAL STAFF TRAINING 2021  
CAREER DEVELOPMENT

- c. Follow-up interviews
  - d. Selection, or not being selected
- VI. Questions & answers
- a. Provide an opportunity for class participants to ask questions