

Congratulations on your invitation to interview for a position with the Tollway. You will participate in a structured interview process more commonly known as a CMS interview. The goal of a CMS interview is to ensure equity in the hiring process.

BEFORE THE INTERVIEW

- Interviews are currently being held virtually to mitigate the spread of COVID-19
- You will receive an invitation to participate in a video interview through our video conferencing solution, Teams.
- An email with an attached copy of the job description will be sent for your review prior to the interview
- We recommend that you review the job description in advance of the interview to familiarize yourself with the duties and responsibilities of the role

RELAX

- Get a good night's rest before your interview
- Exercise a few hours earlier to release endorphins
- Close your eyes and take a few slow deep breaths before you get started
- Think positive
- Listen to a motivational playlist or talk
- Watch a funny video
- Eat a healthy breakfast to get your brain going

DURING THE INTERVIEW

- Listen to each question carefully and answer the question that has been asked
- Keep track of time as CMS interviews have a strict start and end time
- Highlight your knowledge, skills and abilities
- Do not discuss political party affiliation, support, or the lack of. Candidates are strongly reminded not to share their relationships with any political officials. CMS is a structured interview process geared at preventing politics from determining a candidate for hire
- Keep the conversation professional
- If you have a technical glitch, please contact the HR team

CMS INTERVIEW PROCESS

- You will meet with a member of the HR team who will serve as a moderator and a team of Tollway employees
- The moderator will read a set of instructions that explains how the interview process will be structured
- The interview panel consist of a group of Tollway employees. Their role is to observe, take notes, and ask follow-up questions
- A copy of the interview questions will be shared with you virtually
- You may have a copy of the job description, resume, paper, and a writing instrument. Any notes that you take must be discarded after the interview to ensure confidentiality. No other items are allowed in the room.
- The moderator will ask all interview questions but cannot clarify, rephrase or explain a question. Candidates may ask for the interviewer to repeat a question.

INTERVIEW TIPS

- Research the Tollway, the hiring department and the role in advance of your interview
- Find a quiet, private, well-lit place that is free of any potential distractions, interruptions, and/or glare
- Ensure you have a healthy internet connection that supports video interviewing
- Test your device's audio and video capacities
- Practice speaking on a test Teams call to get a sense of how interviewers will see you. Visit <https://support.microsoft.com/en-us/teams> for more information."
- Prepare for the interview as if it were in-person
- Dress professionally
- Power off any electronic devices and place them outside of the proximate area
- Close out any unnecessary windows, tabs or applications on the device you will use

**ON BEHALF OF THE ILLINOIS TOLLWAY,
WE WISH YOU GOOD VIBES!**