

INTERVIEW QUESTIONS

Be prepared to answer questions like:

Tell me about yourself.

This is the most common question. This is a good time to talk about your key strengths. Make sure your response is relevant to the position.

Why are you interested in working for this company?

Focus on how you will be an asset to the organization. What makes you excited? Is it the organization's mission, philosophy, goals, etc.?

What are your strengths and weaknesses?

Most of us can easily state our strong points but have a difficult time with our weaknesses. Discuss a weakness that you found and then did something to either improve it or conquer it. Discuss something work-related that you would like to improve on.

Tell me about an achievement you have had that will apply to this job.

Give an example of how you used one of your strengths to make something better in a former position. Stories are a powerful way to convey information.

Tell me about a failure, problem or conflict you have experienced in the past.

Use the Problem, Action, Result (PAR) model to discuss how you handled the situation. Talk about how you found a solution when faced with a challenge.

What are your salary requirements?

If the salary is not known, do your homework on pay ranges for this type of job. Provide a range with the understanding that you are willing to accept the low end of that range.



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HOW TO PREPARE FOR JOB INTERVIEWS



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PREPARE

For almost any job, you will have an interview with an employer or a supervisor. That interview is probably the single most important step in getting a job. Here are some suggestions to help you prepare for this important meeting.

LEARN SOMETHING ABOUT THE BUSINESS

Before the interview, find out whatever you can about the company. Becoming familiar with the business will help you make thoughtful conversation with your interviewer and shows that you've taken initiative.

KNOW YOURSELF

What qualifications and experience do you have? The employer will want to know what they can expect from you, so be ready to talk about your professional background briefly, intelligently and clearly during the interview. Be ready to talk about your key strengths.

CHECK YOUR APPEARANCE

Before you leave for the interview, check your appearance. You should look neat and businesslike. Dress for the job, so you look like you are ready to go to work. Avoid presenting strong odors such as cologne or tobacco.

BRING COPIES OF YOUR RESUME

You may be interviewed by more than one person, so have extra copies of your resume for anyone that may need it. Keep one for yourself to refer to dates, accomplishments and career highlights you hope to discuss.

LEAVE YOUR TROUBLES AT HOME

Don't tell employers private details about your life. They are not interested in your personal or family problems. They want to know how you can contribute to their business.

ARRIVE EARLY

Get to the interview five minutes ahead of time. Give the receptionist your name and the name of the person you are scheduled to see. Treat the receptionist with the same respect as the interviewer.

BE ALERT

Sit up straight and look interested during the interview. Try to be at ease and answer the interviewer's questions in a clear and businesslike way. Be aware of your body language and try to avoid behaviors such as nervous tics, laughter or eye rolling.

BE NICE

Your behavior should be pleasant, polite and tactful. Listen to everything your interviewer has to say. Don't argue. Try to answer all questions truthfully and fully.

ASK QUESTIONS

The interview should be a two-way conversation in which both sides are trying to learn about the other to see if employer and employee will be a good fit.

THINK BEFORE YOU SPEAK

Think before you answer the interviewer's questions. Be polite, accurate and honest. The employer is especially interested in your experience and training that show you are the right person for the job. They want to know if you can do the work, will do the work and if you will fit in with the culture of their company.

NEXT STEPS

As the interview ends, ask about their hiring timeline and what you can expect next. Ask them when you'll hear back from them and offer to provide them with any additional information they may want, such as references or proof of education.

SEND A THANK YOU LETTER

Send a thank you letter within 24-48 hours after the interview. Note the names of your interviewers so they can be copied on the letter. If you corresponded using email prior to the interview, a thank you email is appropriate. Reaffirm your interest in the job in this letter.

