

Leave Your Troubles at Home

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

Seek Advice

As the interview ends, even if you feel you may not get the job, be polite and friendly. Ask the employer about other jobs that may open in the future. If you make a good impression, they may call you back.

Help from the Department of Labor

Your New York State Department of Labor One-Stop Career Center is ready to assist you with:

- Referral to jobs
- Employment counseling
- Testing
- Vocational choice
- Improving your chances of getting a job

Check our website at www.labor.ny.gov for the location of the center closest to you.

How to Prepare For Job Interviews



PROTECT *all Workers*
ASSIST *the Unemployed*
CONNECT *Employers and Workers*

The New York State Department of Labor is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.

Prepare

For almost any job, you will have an interview with the employer or a supervisor. That interview is probably the single most important step to obtain a job. To help you along the way, here are some suggestions – ways you can prepare in advance for that decisive step into your future.

Know Yourself

What are your interests and qualifications? The employer will want to know what to expect from you, so be prepared to talk about your background briefly, intelligently and clearly during the interview.

Learn Something About the Business

Before you make an appointment for a job interview, find out whatever you can about the company. Becoming familiar with the business will help you to suggest ways you can benefit your employer during the job interview.

Check Your Appearance

Before you leave for the interview, check the way you present yourself. You should look neat and businesslike. Dress for the job, so you look like you are ready to go to work.

Go Alone

Employers are interested in what you can do for them. They don't want to hear what your relatives or friends think of your qualifications. They will evaluate your fitness for the job based on their requirements. So, go to the interview alone.

Arrive Early

Get to the interview a few minutes ahead of time. Present yourself in a straightforward manner. Give the receptionist your name and the name of the person you wish to see.

Be Alert

Sit up straight and look interested during the interview. Try to be at ease and answer your prospective employer's questions in a business-like manner.

Think Before You Speak

Give some thought before you answer the interviewer's questions. Be polite, accurate, and honest. The employer is especially interested in experience and training that shows you are the right person for the job. Be prepared to answer questions such as these:

- What work have you done?
- How did you do it?
- Did you use any special tools or equipment?
- How much did you earn?
- Have you done any volunteer work – work without pay – for community organizations, at school or at home?
- Do you have hobbies or interests that might help you perform a job?

Bring the Facts

You need to prepare yourself with information about your former jobs, dates of work, wages, kinds of work and reasons for leaving. Your local Labor Department office can help you write a resume to help you apply for a job, but you should prepare other information for the interview. Write up a short crib sheet with information about jobs you have held, your strong points and successes. Here are some things you should include:

- Names and addresses of your past employers.
- Dates you worked.
- Problems you solved, or contributions made on the job.
- Names and addresses of at least two people who know of your abilities and background.
- Names and addresses of all schools you attended and the type of diploma or certificate, if any, that you received.
- Subjects you took in school, noting the ones you liked most and least, and those that might help you with a job.
- Extracurricular activities at school, such as sports or clubs, and any school or class offices you held.

Be Nice

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