



Interview Checklist

BEFORE

Interview Prep

- Practice both common and behavioral questions
- Research the company – what is their mission and values?
- Have there been any recent news stories about the company?
- Come up with at least 2-3 questions to ask during the interview

The day before...

- Print several copies of your most current resume
- Map out directions to interview location
- Determine time you'll need to leave, allowing time for potential delays
- Plan to arrive to the site 20-30 minutes early to account for traffic.
- Announce yourself no more than 15 minutes before the interview time
- Pick your business formal attire

DURING

Appearance Matters

- Dress appropriately
- Remember good personal hygiene is important!

Think About Your Behavior

- Convey enthusiasm, energy, and respect
- Shake hands and make eye contact
- Use words and time wisely
- Take time to think before speaking
- Take notes on discussion if appropriate
- Ask for business cards from all interviewers
- Ask your prepared questions and when you should expect the next step

AFTER

Post-Interview Checklist

- Review your notes from the interview
- Submit any information or documentation requested during the interview
- Send a Thank You email to all interviewers within 48 hours, reviewing what was discussed in the interview(s) and why are a good fit for the role.



Basic Interview Questions

- Tell me about yourself?
 - Use elevator pitch-30 seconds-who you are, what you do, what your career goals are, and what value/skills you can bring the company
- What are your strengths?
 - Relate your strengths to what they are asking for in the job description
- What are your weaknesses?
 - Make sure your example is not a key element of the job requirements. Be sure to emphasize what you do to consistently work on this weakness.
- What is your proudest accomplishment?
 - Professionally or educationally related
- What do you know about our company?
 - Make sure you've done research on their website and in the news
- Why do you want to work for us?
 - Research their company. Do your values/goals align with theirs?
- Why should we hire you?
 - Think about the role and why you're a good fit
- Where do you see yourself in 5 years?
 - Keep this related to the industry for which you are interviewing for



NYC:ATWORK

NYC Mayor's Office for
People with Disabilities

Behavioral Questions – The STAR technique

A behavioral question is one that aims at learning about your past “behaviors” in specific work situations.

How you have “behaved” in certain situations in the past will give them clues on how you’ll behave in those same situations when working for them in the future.

Answering these types of questions requires more of a short story.

Think of recent situations where you’ve taken initiative, shown leadership, worked as a team, or shown good customer service skills.

Use the STAR method to tell the story.

STAR stands for:

Situation: Brief description of the situation (who, what, where, when, how)

Task: What was the problem/challenges/constraint?

Action: What did you do? Give specific details

Result: What was the result of your efforts?

Common Behavioral Questions

- Tell me about a time when you had to perform under pressure?
- Tell me about a time where you had to work as part of a team. What did the team accomplish?
- Describe a time when you had a conflict with a peer? How did you handle it?
- Tell me about a time you made a mistake?
- Tell me about a time you had to go above and beyond?



NYC:ATWORK

NYC Mayor's Office for
People with Disabilities

Sample 'Thank you' email message

Dear Mr. / Ms. (Insert last name),

Thank you for taking the time out of your busy schedule to talk to me about the (Insert name of position) with (Insert name of company). I was very interested to learn about (Insert aspect of company you learned about during interview).

I believe I am an outstanding candidate for this position because (Insert the hard/soft skills and related experience you possess).

I look forward to hearing from you soon. Please feel free to contact me at any time if further information is needed at (Insert your cell phone number).

Thank you again for your time and consideration.

Sincerely,
(Insert your name)