



NEW YORK STATE SENATOR

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## Interview Do's and Don'ts from the NYS Department of Labor

PHIL BOYLE December 9, 2013

### Do

- Give a firm handshake
- Be polite
- Ask relevant questions
- Answer questions concisely
- Use specific examples to illustrate points
- Send a "Thank you" letter or email to the interviewer after your interview.

### Don't

- Try to control the interview
- Bring up salary or benefits
- Be too serious or nervous
- Let your discouragement show
- Look at your watch or the clock repeatedly

For more tips visit: <http://labor.ny.gov/careerservices/findajob/interview.shtm>