



## Interview Sheet

During Workforce 2020, you will have the opportunity to practice two types of interviews at once! The first type of interview is called an informational interview. This is when you are gathering information from someone who works in a certain career field of interest to you. You will be able to ask this person about their career and what they like or dislike about it. Conducting informational interviews helps you to make better decisions about the types of careers you may want to pursue someday.

The second type of interview you will be practicing is the employment interview. Employers use this type of interview to determine which candidate would be best suited for the job. The employer will ask questions to determine if a candidate has the right attitude and experience to be a good fit for the position. It is important for the job candidate to sell himself or herself to the employer. You will want to highlight your strengths. The company is interviewing you but remember that you are also interviewing the company. In order to learn more about the job, you will want to ask specific questions so that you are able to determine whether or not this is the right job for you.

If you have a preference for the type of interview you have at Workforce 2020, please let the interviewer know.

Here are some sample questions of each type of interview that you might want to ask if they have not already been covered:

Sample informational interview questions:

1. How did you select your career?
2. What do you like best about your job?
3. What do you like least?
4. What advice would you give a new person in this occupation?
5. Describe what a typical day is like?
6. What is the earning potential in your field?

Sample employment interview questions:

1. My interests are in \_\_\_\_\_. What positions in your company might include related responsibilities?
2. What are the primary duties of this position?
3. What are the qualifications necessary for this position?
4. What are the working conditions like within your organization?
5. What would the work hours be?
6. What opportunities are there for growth and advancement in your company?
7. What benefits does your company offer (health insurance, retirement plan, etc.)?

Questions that you might be asked in an interview can be found in the NYS Department of Labor booklet, *Your Winning Edge*.