



Preparing for the Interview

1. Look over the job description and prepare yourself to answer questions relating to the skills needed by the agency. For example, if an agency is looking for someone who can program with Java be prepared to explain where you have used it, what you did with it, how long you have used it, etc.
2. Look over the agency website and become familiar with the overall mission of the agency. You can find links to City agencies on the NYC.gov portal.
3. Review your resume. Make sure you are able to discuss everything listed on it, as well as to discuss the skills listed.
4. Look online to find directions to the location of the interview. Make sure you understand how to get there.

The Day of the Interview

1. Have at least one copy of your resume printed on quality paper.
2. Dress professionally. Men usually wear ties, dress shoes and often a sportscoat. Women wear a skirted suit or suit with pants, hosiery and dress shoes. Make an investment in your career by purchasing a suit if you don't have one already.
3. Arrive early! This can not be stressed enough. Subways can often delay you so make sure you leave extra early. A late arrival will leave a poor impression regardless of how valid your excuse might be.
4. Ask questions. You should be prepared with a few questions that you will ask the interviewer.

Resources

Monster Interview Center – <http://interview.monster.com/> – Monster's free interview advice is some of the best on the internet. Check out the [Virtual Interviews](#) and [Fashion and Etiquette](#) sections and read the [Job Interview Pointers](#) article.

Quintessential Careers - Guide to Job Interviewing Resources - <http://www.quintcareers.com/intvres.html> – A list of resources including a [Guide to Researching Companies](#), [Interviewing Do's and Don'ts](#) and [Questions You Can Ask at the Interview](#).

Yahoo! HotJobs - <http://hotjobs.yahoo.com/> – Click on *Career Tools* then *Interviewing* for samples and advice.

MSN Careers - www.careers.msn.com – Linked with Careerbuilder.com, MSN Careers is a good resource for job seekers. Click on *Articles and Advice* for the free resources.

CUNY Campus Career Centers – http://www1.cuny.edu/portal_ur/content/studentjobs/careerservices.html – Get help from your on-campus career center. Career Centers often have interviewing workshops scheduled along with information on resume writing, networking for jobs, etc.