

JOB INTERVIEW TIPS

An interview gives you the opportunity to showcase your qualifications to an employer, so it pays to be well prepared. Here are some useful hints.

Preparation:

- Learn about the organization.
- Have a specific job or jobs in mind.
- Review your qualifications for the job.
- Prepare answers to broad questions about yourself.
- Review your resume.
- Practice and interview with a friend or relative.
- Arrive before the scheduled time of your interview.

Personal Appearance:

- Be well groomed.
- Dress appropriately.
- Do not chew gum or smoke.

The Interview:

- Relax and answer each question concisely.
- Respond promptly.
- Use good manners.
- Learn the name of your interviewer and shake hands as you meet.
- Use proper English – avoid slang.
- Be cooperative and enthusiastic.
- Ask questions about the position and the organization.
- Thank the interviewer when you leave and, as a follow up, in writing.

Test (if employer gives one):

- Listen closely to instructions.
- Read each question carefully.
- Write legibly and clearly.
- Budget your time wisely and don't dwell on one question.

Information to Bring to an Interview:

- Social Security card.
- Government-issued identification (driver's license).
- *Resume.* Although not all employers require applicants to bring a resume, you should be able to give the interviewer information about your education, training, and previous employment.
- *References.* Employers typically require three references. Get permission before using anyone as a reference.
- Make sure they will give you a good reference.
- Try to avoid using relatives as references.

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New Jersey Department of Labor & Workforce Development
www.nj.gov/labor

New Jersey Labor Market Information
www.nj.gov/labor/tra

Center for Occupational Employment Information
www.wnjin.net/coei

Online Career Planning Resource
www.NJNextStop.org

America's Career InfoNet
www.acinet.org

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www.onetcenter.org

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DEMAND OCCUPATIONS

Occupation	Skills	Abilities	Knowledge	Training/Education Requirements	Average Hourly Wage 2005	Job Description	Projected Annual Job Openings
High Skills							
Registered Nurses	Active Listening, Reading Comprehension, Critical Thinking	Problem Sensitivity, Oral Expression, Inductive Reasoning	Medicine/Dentistry, Psychology, Customer/Personal Service	Associate's degree	\$30.30	Administer nursing care to ill or injured patients.	3,740
Elementary School Teachers	Instructing, Speaking, Learning Strategies	Oral Comprehension, Oral Expression, Problem Sensitivity	Education/Training, English Language, Mathematics	Bachelor's degree	\$54,500*	Teach elementary school pupils basic academic, social and other formative skills.	2,070
General & Operations Managers	Active Listening, Management of Personnel Resources, Time Management	Oral Expression/Comprehension, Problem Sensitivity	Administration/Management, Customer/Personal Service, English Language	Work experience plus Bachelor's degree	\$63.75	Plan, direct, or coordinate the operations of companies or public and private sector organizations.	1,660
Secondary School Teachers	Instructing, Learning Strategies, Monitoring	Oral Expression, Speech Clarity, Oral Comprehension	Education/Training, English Language, Psychology	Bachelor's degree	\$57,680*	Instruct students in secondary public or private schools in one or more subjects at the secondary level.	1,270
Accountants	Mathematics, Active Listening, Critical Thinking	Problem Sensitivity, Deductive Reasoning, Information Ordering	Mathematics, Economics/Accounting, Customer/Personal Service	Bachelor's degree	\$32.30	Analyze financial information and prepare financial reports; maintain records of assets and liabilities.	1,230
Preschool Teachers	Active Listening, Instructing, Speaking	Oral Expression, Speech Clarity, Problem Sensitivity	Customer/Personal Service, Psychology, Education/Training	Bachelor's degree	\$14.90	Instruct young children in activities designed to promote their social, physical and intellectual growth.	830
Computer Software Engineers, Applications	Programming, Critical Thinking, Complex Problem Solving	Deductive Reasoning, Oral Comprehension, Inductive Reasoning	Computers/Electronics, Engineering/Technology, Mathematics	Bachelor's degree	\$41.35	Develop, create and modify general computer applications software or specialized utility programs.	660
Middle School Teachers	Speaking, Instructing, Learning Strategies	Oral Expression, Oral Comprehension, Speech Clarity	Education/Training, English Language, Psychology	Bachelor's degree	\$55,420*	Teach students in public or private schools in one or more subjects at the middle, intermediate or junior high level.	640
Financial Managers	Critical Thinking, Judgment/Decision Making, Coordination	Written Expression, Mathematical Reasoning, Oral Comprehension	Economics/Accounting, Administration/Management, Mathematics	Bachelor's degree	\$56.45	Direct and coordinate financial activities of workers in a branch, office or department of an establishment.	580
Lawyers	Reading Comprehension, Judgment/Decision Making, Writing	Oral Expression, Problem Sensitivity, Speech Clarity	Law/Government, English Language, Customer/Personal Service	First professional degree	\$54.10	Represent clients in criminal and civil litigation and other legal proceedings, and manage or advise clients on legal transactions.	570
Computer Systems Analysts	Active Listening, Reading Comprehension, Complex Problem Solving	Oral Comprehension, Problem Sensitivity, Deductive Reasoning	Computer/Electronics, English Language, Customer/Personal Service	Bachelor's degree	\$37.45	Analyze science, engineering, business, other data processing problems for application to electronic data processing systems.	550
Special Education Teachers	Instructing, Active Listening, Learning Strategies	Oral Expression, Speech Clarity, Speech Recognition	English Language, Education/Training, Psychology	Bachelor's degree	\$54,620*	Teach elementary and preschool school subjects to educationally and physically handicapped students.	500
Management Analysts	Critical Thinking, Judgment/Decision Making, Active Listening	Oral Expression/Comprehension, Written Comprehension	Customer/Personal Service, Administration/Management, English Language	Bachelor's degree	\$40.55	Conduct organizational studies/evaluations, design systems/procedures, prepare operations manuals.	480
Sales Agents, Securities & Commodities	Active Listening, Speaking, Time Management	Oral Comprehension, Oral Expression, Speech Clarity	Customer/Personal Service, Economics/Accounting, English Language	Bachelor's degree	\$43.60	Buy and sell securities in investment and trading firms and develop and implement financial plans.	400
Computer & Information Systems Managers	Reading Comprehension, Critical Thinking, Active Listening	Oral Expression, Problem Sensitivity, Oral Comprehension	Computers/Electronics, Administration/Management, Mathematics	Bachelor's degree	\$60.00	Plan, direct or coordinate activities in such fields as electronic data processing/information systems/systems analysis.	380
Pharmacists	Active Listening, Speaking, Reading Comprehension	Oral Expression, Problem Sensitivity, Oral Comprehension	Medicine/Dentistry, Customer/Personal Service, Mathematics	First professional degree	\$41.85	Compound and dispense medications following prescriptions issued by authorized medical practitioners.	320
Mid-Level Skills							
First-Line Supervisors, Administrative Support	Management of Personnel Resources, Speaking, Time Management	Oral Expression, Oral Comprehension, Written Expression	Administration/Management, Clerical, English Language	Work experience	\$24.40	Supervise and coordinate activities of workers involved in providing administrative support.	1,350
Nursing Aides, Orderlies, and Attendants	Active Listening, Instructing, Speaking	Problem Sensitivity, Oral Comprehension, Oral Expression	Customer/Personal Service, English Language, Education and Training	Post-secondary vocational training	\$11.75	Provide basic patient care such as feeding, bathing and grooming, under direction of nursing staff.	1,250
Hairdressers/Stylists/Cosmetologists	Active Listening, Speaking, Time Management	Arm-Hand Steadiness, Manual Dexterity, Finger Dexterity	Customer/Personal Service, English Language, Chemistry	Vocational training/work experience	\$12.25	Provide beauty services, such as cutting hair, applying makeup, dressing wigs, and providing nail and skin care.	1,190
First-Line Supervisors/Managers of Retail Sales Workers	Management of Personnel Resources, Active Listening, Service Orientation	Oral Comprehension, Oral Expression, Speech Clarity	Customer/Personal Service, Administration/Management, English Language	Work experience in a related occupation	\$21.55	Directly supervise sales workers in a retail establishment or department.	1,110
Automotive Service Technicians & Mechanics	Troubleshooting, Repairing, Equipment Selection	Problem Sensitivity, Deductive Reasoning, Inductive Reasoning	Mechanical, Computers/Electronics, Customer/Personal Service	Post-secondary vocational training	\$18.05	Repair automobiles, trucks, buses and other vehicles. May be designated according to specialties.	920
Carpenters	Mathematics, Time Management, Active Listening	Arm-Hand Steadiness, Multilimb Coordination, Trunk Strength	Building/Construction, Mathematics, Design	Long-term on-the-job training	\$23.85	Construct, erect, install and repair structures of wood, plywood and wallboard, using carpenters' hand and power tools.	900
Licensed Practical/Vocational Nurses	Active Listening, Reading Comprehension, Time Management	Oral Comprehension, Problem Sensitivity, Oral Expression	English Language, Medicine/Dentistry, Customer/Personal Service	Post-secondary vocational training	\$22.10	Care for ill persons in hospitals, nursing homes, clinics, private homes, group homes and similar institutions.	790
Supervisors of Food Preparation/Serving Workers	Speaking, Active Listening, Time Management	Oral Expression, Oral Comprehension, Problem Sensitivity	Customer/Personal Service, Administration/Management	Work experience in a related occupation	\$16.35	Supervise workers engaged in preparing and serving food.	720
Cooks, Restaurant	Active Listening, Reading Comprehension, Speaking	Problem Sensitivity, Information Ordering, Near Vision	Food Production, Customer/Personal Service, Production/Processing	Long-term on-the-job training	\$11.40	Prepare and cook soups, meats, vegetables, desserts and other food in restaurants.	670
Police Patrol Officers	Judgment/Decision Making, Active Listening, Critical Thinking	Inductive Reasoning, Oral Comprehension, Near Vision	Law/Government, Public Safety/Security, English Language	Long-term on-the-job training	\$31.60	Patrol assigned area to enforce laws and ordinances and arrest violators.	660
Electricians	Installation, Active Listening, Reading Comprehension	Arm-Hand Steadiness, Problem Sensitivity, Finger Dexterity	Building/Construction, Mechanical, Mathematics	Long-term on-the-job training	\$28.40	Install, maintain and repair electrical wiring, equipment and fixtures.	650
Fitness Trainers & Aerobics Instructors	Instructing, Speaking, Coordination	Oral Expression, Stamina, Gross Body Coordination	Customer/Personal Service, Education/Training, Psychology	Post-secondary vocational training	\$18.00	Instruct or coach groups or individuals in exercise activities and the fundamentals of sports.	580
Basic Skills							
Retail Salespersons	Active Listening, Mathematics, Speaking	Oral Comprehension/Expression, Speech Clarity	Customer/Personal Service, Sales/Marketing, Administration/Management	Short-term on-the-job training	\$12.20	Sell merchandise, such as furniture, motor vehicles, appliances or apparel, in a retail establishment.	6,340
Cashiers	Active Listening, Mathematics, Speaking	Oral Expression, Number Facility, Oral Comprehension	Customer/Personal Service, Mathematics, English Language	Short-term on-the-job training	\$8.65	Receive and disburse money in establishments other than financial institutions.	5,680
Combined Food Preparation & Serving Workers	Active Listening, Speaking, Instructing	Oral Comprehension, Speech Clarity, Near Vision	Customer/Personal Service, Food Production, Sales/Marketing	Short-term on-the-job training	\$8.15	Perform duties which combine both food preparation and food service.	3,940
Waiters & Waitresses	Speaking, Active Listening, Service Orientation	Oral Comprehension/Expression, Speech Clarity	Customer/Personal Service, English Language, Sales/Marketing	Short-term on-the-job training	\$8.80	Take orders and serve food and beverages to patrons at tables in dining establishments.	3,700
Laborers & Freight, Stock & Material Movers	Equipment Selection, Installation, Reading Comprehension	Extent Flexibility, Static Strength, Oral Comprehension	Production/Processing	Short-term on-the-job training	\$11.15	Load, unload and move materials at plant, yard or other work site.	3,210
Janitors and Cleaners	Equipment Maintenance, Repairing, Troubleshooting	Static Strength, Manual Dexterity, Multilimb Coordination	Mechanical, Chemistry, Customer/Personal Service	Short-term on-the-job training	\$11.15	Keep buildings in clean and orderly condition. Perform heavy cleaning duties.	3,020
Office Clerks, General	Active Listening, Reading Comprehension, Speaking	Oral Comprehension/Expression, Speech Clarity	Customer/Personal Service, Clerical, English Language	Short-term on-the-job training	\$12.85	Perform clerical duties in accordance with the office procedures of individual establishments.	2,790
Stock Clerks & Order Fillers	Active Listening, Speaking, Reading Comprehension	Oral Expression, Speech Clarity, Oral Comprehension	Customer/Personal Service, English Language, Mathematics	Short-term on-the-job training	\$11.15	Receive and issue sales floor merchandise. Stock shelves, racks, cases, bins and tables.	2,220
Child Care Workers	Active Listening, Learning Strategies, Social Perceptiveness	Problem Sensitivity, Oral Comprehension, Oral Expression	Customer/Personal Service, Psychology, English Language	Short-term on-the-job training	\$9.10	Attend to children at schools, businesses, private households and child care institutions.	2,130
Customer Service Representatives	Active Listening, Reading Comprehension, Speaking	Oral Expression/Comprehension, Speech Clarity	Customer/Personal Service, English Language, Clerical	Short-term on-the-job training	\$15.70	Interact with customers to provide information in response to inquiries about products and services, and to resolve complaints.	1,920
Sales Reps., Wholesale & Manufacturing	Active Listening, Speaking, Time Management	Oral Expression, Speech Clarity, Oral Comprehension	Sales/Marketing, Customer/Personal Service, Mathematics	Moderate-term on-the-job training	\$32.00	Sell goods for wholesalers or manufacturers to businesses or groups of individuals.	1,740
Bookkeeping, Accounting Clerks	Mathematics, Reading Comprehension, Time Management	Near Vision, Mathematical Reasoning, Problem Sensitivity	Clerical, Mathematics, English Language	Moderate-term on-the-job training	\$17.00	Compute, classify and record numerical data, perform routine calculations, maintain accounting records.	1,640
Secretaries, Except Legal, Medical or Executive	Active Listening, Reading Comprehension, Time Management	Oral Comprehension, Oral Expression, Written Comprehension	Clerical, Customer/Personal Service, English Language	Moderate-term on-the-job training	\$16.45	Perform routine clerical/administrative functions such as drafting correspondence and scheduling appointments.	1,610
Teacher Assistants	Active Listening, Instructing, Reading Comprehension	Oral Expression, Speech Clarity, Speech Recognition	English Language, Education/Training, Psychology	Short-term on-the-job training	\$21,340*	Perform duties that are instructional in nature or deliver direct services to students or parents.	1,480
Food Preparation Workers	Active Listening, Reading Comprehension, Instructing	Oral Comprehension, Arm-Hand Steadiness, Manual Dexterity	Customer/Personal Service, Food Production, Mathematics	Short-term on-the-job training	\$8.90	Perform a variety of food preparation duties other than cooking, such as slicing meat, brewing coffee or tea, etc.	1,440
Reception & Information Clerks	Active Listening, Speaking, Reading Comprehension	Oral Comprehension/Expression, Speech Recognition	Customer/Personal Service, Clerical, English Language	Short-term on-the-job training	\$11.75	Answer inquiries and obtain information for general public, customers, visitors, etc.	1,360
Home Health Aides	Active Listening, Reading Comprehension, Writing	Oral Comprehension, Oral Expression, Problem Sensitivity	Customer/Personal Service, English Language	Short-term on-the-job training	\$10.30	Care for elderly, convalescent or handicapped persons in home of patients.	1,340
Truck Drivers, Heavy	Operation & Control	Static Strength, Reaction Time, Spatial Orientation	Transportation, Geography, Mechanical	Short-term on-the-job training	\$18.85	Drive truck with capacity of more than three tons to transport materials to specified destinations.	1,320
Landscaping/Groundskeeping Workers	Equipment Selection	Manual Dexterity, Stamina, Static Strength	Chemistry, Mechanical	Short-term on-the-job training	\$12.25	Landscape or maintain grounds of property using hand or power tools or equipment.	1,280
Hand Packers & Packers	Active Listening, Coordination, Speaking	Manual Dexterity, Multilimb Coordination, Near Vision	Production/Processing	Short-term on-the-job training	\$8.85	Pack or package by hand a wide variety of products and materials.	1,210
Counter/Cafeteria Attendants	Speaking, Instructing, Active Listening	Oral Comprehension, Speech Recognition, Oral Expression	Customer/Personal Service, Food Production, Mathematics	Short-term on-the-job training	\$7.65	Serve food to diners at a counter or from a steam table.	1,180
Tellers	Mathematics, Active Listening, Service Orientation	Oral Comprehension/Expression, Information Ordering	Customer/Personal Service, English Language, Mathematics	Vocational training/work experience	\$10.45	Receive and pay out money, keep records of money and negotiable instruments involved in various transactions.	1,150

Source: New Jersey Department of Labor and Workforce Development, Division of Labor Market & Demographic Research, 2004-2014 Occupational Employment Projections

* ANNUAL SALARY