

21 BEST TIPS FOR A SUCCESSFUL JOB INTERVIEW

PREPARING FOR THE INTERVIEW

- 01** Dress professionally and make sure you are well-groomed
- 02** Prepare your portfolio ahead of time and practice using it so that you know where everything is located
- 03** Practice your answers, but don't make them sound rehearsed—just focus on hitting the main points
- 04** Do your research on the company and position that you're interviewing for
- 05** Bring any materials you may need including business card, resume and portfolio
- 06** Bring a notebook and a pen or pencil so that you can take notes or jot down questions

- 07** Be on time—allow for extra travel time in case you get lost or run into traffic



DURING THE INTERVIEW

- 08** Make a good first impression with a nice, firm handshake
- 09** Be friendly, polite and remember to smile
- 10** Display confidence through body language—don't slouch in your chair or look down when you're speaking.
- 11** Speak loudly and enunciate when giving your answers

- 12** Always try to frame your answers in a way so that they relate to the job and why you're the best candidate for it

- 13** Be honest—it's better to turn down a job you're not a good match for than to try to 'fake it until you make it'

- 14** Prepare yourself for curveball questions you didn't train for—take your time answering

- 15** Ask for some time to think if you need a second to formulate your thoughts

- 16** If you are unsure of what the interviewer is asking you, politely request a more detailed explanation



AFTER THE INTERVIEW

- 17** Thank the interviewer for his or her time
- 18** Give the interviewer samples of your work if you have copies for them to keep
- 19** Provide a good final impression with a nice, firm handshake
- 20** Follow-up with a thank you e-mail, letter or phone call
- 21** Prepare for your follow-up interview, if applicable



Make Your Job Interview A Success

Max F. Cates



Make Your Job Interview A Success:

Make Your Job Interview a Success Jacob Israel Biegeleisen, 1987 This authoritative advice packed guide provides the expert inside information you need to beat the competition at the all important job interview Candid and on target Make Your Job Interview a Success provides essential easy to use techniques to help you project your best image respond with the right answers and get the job you want From publisher's description Make Your Job Interview a Success Jacob Israel Biegeleisen, 1994 This proven in depth guide has long been preferred by job seekers who want to succeed in interviews negotiate rewarding job offers and make the right career moves Professional career counselor Biegeleisen offers unbeatable strategies to help applicants make the right impressions and get the jobs they want Line drawings *Successful Job Interviews For Dummies - Australia / NZ* Kate Southam, Joyce Lain Kennedy, 2014-04-07 A friendly guide to the skills and tools you need to ace your next interview specifically for Australian and New Zealand job seekers Just landing a job interview in Australia's current economy is a challenge so you'd better be ready when you do It's more important than ever that you perform at your best when you get the opportunity for a face to face interview *Successful Job Interviews For Dummies* Australian New Zealand Edition includes handy tips and practical advice for acing any interview whether you're a new graduate looking for your first job or an experienced professional looking for a career change You'll find unbeatable advice on every aspect of interviewing from getting prepared to answer tough questions to negotiating a better salary offer Presents useful practical guidance on acing interviews with a particular focus on the Australian and New Zealand job market Covers such topics as overcoming fear of interviews asking the right questions tailoring your qualifications for specific positions interviewing across cultures and much more Includes ten ways to win rave reviews and ten interview challenges to master It's tough out there today When you do get your foot in the door make sure they can't slam it closed on you *Successful Job Interviews For Dummies* gives you the guidance you need to succeed *Live Successfully! Book No. 9 - Making a Success of Your Job* D. N. McHardy, 2017-10-13 This is book IX of D N McHardy's *Live Successfully* series Concentrating on work and one's career its chapters address problems such as finding the right job for you and doing well at your chosen vocation This book will appeal to those looking for help with their career and it would make for a worthy addition to any collection Contents include The Part Work Plays in Your Life Success in Your Job Brings Happiness Are You In the Right Job How to Look for a Job How to Improve your Position Working for Yourself and What the Next Books Tells You Many vintage books such as this are becoming increasingly scarce and expensive It is with this in mind that we are republishing this volume now in a modern high quality edition complete with the original text and artwork **Interview Preparation** Milton Harper, 2019-12-13 Are you afraid of not performing at best during your job interview Are you scared of missing your chance to land your dreaming job after all the sacrifices you made Then keep reading Make a successful job interview is not as easy as ABC You have been training yourself for years studying and preparing for that day However even the small details can

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