

# 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

**Steve King**



## **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

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of qualified applicants which means the next position you apply for will be filled by the candidate who gives the right answers. How confident are you that your responses are distinguishing you from the competition? When it's time to choose between a candidate who is perfect on paper and one who is persuasive in person, there's no contest. After all, almost every applicant who makes it to the interview process looks fabulous on a résumé. So employers have to make gut level evaluations based on the candidate's answers to the interview questions. Hiring expert Tony Beshara knows the words that trigger yes in the minds of employers and in this book he arms candidates with hundreds of ready to use responses to even the toughest interview questions. Covering entry level to executive positions and encompassing all industries, *Powerful Phrases for Successful Interviews* propels job seekers through every stage of the process. Beshara will show you the power phrases to Get your foot in the door. Clearly communicate your skills, strengths and experience. Make a great impression at the crucial opening and close. Score high on the likability factor. Dispel lingering concerns about work history. Give follow up emails real impact. Negotiate a strong job offer. *Powerful Phrases for Successful Interviews* provides candidates with hundreds of ready to use responses to even the toughest interview questions, giving professionals the right words to make the difference every time.

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Wirtschaftswoche and ZEIT you can learn more about her on Wikipedia *Job Interview Success: Be Your Own Coach*

Rogers, Jenny,2011-01-01 Provides all the practical advice you need on presenting yourself well in job interviews as you prove you are in the business of achieving success **Seven Steps to Success for Sales Managers** Max F.

Cates,2015-05-30 Master today s breakthrough strategy for developing and sustaining high performance sales teams Long time sales team leader Max Cates shows how to go far beyond old school command and control sales management unleashing the full power and energy of your salespeople through a participatory management approach that works Drawing on 36 years of sales and sales management experience Cates presents proven tactics for Developing your own mental toughness emotional intelligence strategic thinking and promotability Becoming a true servant leader in sales providing the right structure challenges respect involvement and support Hiring more effective and productive salespeople including expert tips for interviewing recruiting reading body language using data and choosing amongst candidates Building winning teams that meet sales objectives and delight customers Empowering sales reps and teams in decision making that increases sales productivity Measuring individual and team performance towards objectives Keeping people on target without micro managing them Promoting team growth and continual improvement Leveraging Six Sigma and the Deming Cycle to sustain success morale and performance And much more Seven Steps to Success for Sales Managers presents proven sales management tactics in a bulletized format that s easy to read and just as easy to use Cates combines decades of in the trenches experience with cutting edge research on the latest sales trends and tactics Whether you re a working sales manager VP of sales account team leader executive MBA program participant or aspiring sales manager this guide will help you build an outstanding team empower it and lead it to sustained success [How to Succeed in any Interview PDF eBook](#) Ros Jay,2015-01-06 You ve got the interview now how will you get the job How to Succeed in any Interview will show you how to present yourself as the best candidate for the job using proven tips advice and techniques from the experts to guide you through exactly what interviewers want to see and what impresses them most Present yourself in the best possible light



every time Understand what impresses interviewers the most Win the job before during and after the interview Learn how to show yourself in the best possible light and maximise your chances of making a brilliant impression and getting that job

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**Killer Interviews, Revised Edition** Frederick W. Ball,Barbara B. Ball,2009-08 Play the interview game and clobber the competition Ever have other candidates beat you to jobs you wanted even though they didn t have half of what you had to offer It s a good bet they knew how to play the interview game a contest you can learn to ace with Killer Interviews by master coaches Frederick W Ball and Barbara B Ball This guide to interview strategy tells you how to Take advantage of the only three rules any interviewee needs to know Read interviewers like a book recognizing and responding to their predictable signals Make subtle adjustments in your presentation that can push you over the top Walk the fine line between confidence and cockiness Savor the thrill of the kill but not let it seduce you into accepting an offer that s wrong for you Much much more From the Back Cover Ever wonder why some people always seem to walk away with great jobs including candidates who haven t got half of what you have to offer They succeed because they instinctively know how to play the interview game But you can master it because strategy beats instinct and go on to clobber the competition Let master coaches Fred and Barbara Ball transform you into an interview strategist who knows how to Take advantage of the only three rules any interviewee needs to know Read interviewers like a book by recognizing and responding to their predictable signals Make those subtle adjustments in your presentation that can push you over the top Walk the fine line between confidence and cockiness Savor the thrill of the kill but not let it seduce you into accepting an offer that s wrong for you **Successful Work Adjustment** Larry D. Burlew,2005 This book is about successful work adjustment and relates to anybody who is

working or about to go to work Work adjustment refers to an employee being successful at his her job and finding satisfaction with his her work thus company and job This book doesn t glamorise work success but makes it realistic and attainable by breaking work success down into concrete steps meaning concrete actions and or behaviours The central premise is to take charge of yourself and of the work environment rather than being a passive participant

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