

Interview Guide

Introduction

Employers hire people not paper. So while a good resume will get you the interview, it takes a good interview (or two) to get you the job offer. It is no longer enough to dress up and head into an interview ready to wing it. Today, it takes preparation and practice to learn to sell yourself in an interview.

Giving well thought out answers that demonstrate your skills is certainly important. Being relaxed and sounding confident are equally important. In fact, the way you present yourself accounts for more than half of the overall impression you make. Things like appearance, tone of voice, friendliness and body language are an important part of your message.

Making a Positive Impression

Do your homework

Bring yourself up-to-date on the industry and organization you'll be seeing by doing your research. Start by checking the organization's web site for mission and values statements and products/services.

Practice Talking about Yourself

Review your resume. Practice your answers to common interview questions. Understand your competitive advantages and be able to articulate them with examples.

Dress for Success

Appearance counts. This includes your clothing, haircut and grooming. Dress conservatively in clothes that fit well. Clothing should be recently cleaned and pressed. Limit perfume and after-shave. If you need to shop for an interview outfit, consider it a worthwhile investment in your future.

Body Language in Interviews

Greeting - A firm but painless palm-to-palm handshake is a good way to launch an interview. Combine that with a genuine smile, direct eye contact and a clear "Thank you for seeing me", and you're off to a good start. Look pleased to be there rather than nervous and hesitant.

Smile - Did you know that the majority of people forget to smile during an interview?

Eye Contact - Take your cues from the interviewer, and match the amount of eye contact you make with theirs.

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