

Preparing for your Interview

INTERVIEW

1 2 3 4 5



Everyone has a variety of values, traits, skills, and experiences that make them the right candidate for a new career choice. But to get the job you must demonstrate that you are the right person when you are being interviewed. How do you do that?

Here is some great information to help you reach your goals whether you haven't interviewed in a long time or you are a seasoned interviewee, these tips are here to help you accomplish your goals.

What exactly is an interview? The job interview is a conversation between a job-seeker and a representative of the employer. Generally the interviewer is someone from human resources or the manager of a particular department. In either case, the purpose of the meeting is the same. The interviewer wants to know if you would make a good employee.

Communicate your skills
Your goal is know what skills are required to do the job and then selling the interviewer on your skills.

Use control statements
Control are generally statements that steer the conversation. Control statements keep the conversation focused appropriately.

Ask the interviewer appropriate questions
Interviewers will give you a chance to ask questions. Being prepared with a list of questions is better than shooting from the hip.

Tell employers why they should hire you
They interviewer might never ask the question, but practice ahead of time and try to insert it somewhere in the conversation.

Close the interview properly
Don't over stay your welcome. Interviews generally last 30 to 60 minutes.

Quick Tip

Generally asking at this time about pay or other similar topics at this time may be unwise. Doing so makes you seem like you are more interested in what the organization can offer you , rather than what you can offer it.