

Terrific Career - Tips & Tricks: Useful Strategies For A Great Career



Example from the book: Candidates experience and credentials, as detailed in the resume, are most often the frequently used criteria for determining which job applicants are deserving of a personal interview. Ultimately, though, the hiring choice is going to be heavily based upon the candidates proficiency in the interview and their value to the organization. To impress an interviewer, you need to be able to distinguish yourself from other candidates and be prepared to sell your qualifications to the interviewer. How can you do this? Present a polished professional image Remember that professional companies are looking to hire professional individuals, not the beach bum who just shook the loose sand from his hair. Dress conservatively in a well-fitting suit and keep jewelry, makeup, and fragrances to a minimum. Its also essential to always take a shower, brush your teeth, and comb your hair before an interview as well to present to clean, polished image. Spend some time to research the organization prior to the interview Doing outside research on your own time to prepare for the interview demonstrates your dedication to hard work and your sincere interest in the organization. Study up on the companys products and services, industry, target market, annual sales, structure, and any other key info. Managers will be impressed by your research. Prepare particular examples of how your skills and experience make you a strong fit for the organizations needs Practice answering tough, directed questions about your experience and be prepared to draw colorations between your experience and that needs of the organization. For instance, if the position requires strong analytical skills, you should have example ready to demonstrate your strong analytical skills. Have you faced any challenges that forced you to think quickly on your feet? How do you go about evaluate alternatives when

you need to justify a choice on a project? Prepare and ask intelligent questions about the company and position. Your research on the organization will also come in handy when it comes time to formulate a series of intelligent questions you want answered. Since the interviewing procedure is an evaluation tool for both the individual and the organization, it is in your greatest interest to gather as much info about the potential opportunity as probable. Asking well thought-out questions shows that you are serious about the opportunity at hand and indicates the level of your knowledge about the company to the interviewer. Pay attention to your body language. You want to exude self-confidence and poise throughout an interview. Maintain eye contact, smile pleasantly, and keep your body attentive but relaxed through the meeting. Avert fidgeting, clearing your throat, and breaking eye contacts as these are all signs of an anxious person. Determine the meeting by thanking the interviewer for his time and shaking his hand. End the interview on a strong positive note by thanking and acknowledging the time the interviewer spent meeting with you. Its essential that interviewer know that you value his time - after all, he could just have easily been doing something else. Write a quick Thank You message to the individual(s) who interviewed you. It only takes a handful minutes to pen a Thank You note to an interviewer, but the gesture speaks volumes about your professionalism and the importance you place on good customer service. If you treat the interviewer with gratitude and respect, you are possibly to treat your co-workers and customers equally well.

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