

JOB INTERVIEW TIPS

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Looking for a career change? Re-entering the job market? You'll soon be facing the job interview. Matt & Nan DeLuca, authors of the best seller "Best Answers to the 201 Most Frequently Asked Interview Questions", and the experts at job-interview.net are here to help you have a winning interview.

Work Experience

It's my first job. What can I do/say to convince the interviewers I will be able to handle the job despite my lack of experience?

Look over your courses and part-time & summer jobs (if any); do not neglect any other activities such as clubs, sports, etc. Now---think about all the skills that are needed to perform the job you are interviewing for. Lots of skills are transferable and highly valued such as communication, delegating, organizing. First think in terms of verbs...things that must be done. Next, think of adjectives that should describe the person doing the job such as calm, patient, incisive, creative . . .you get the idea.

Now that you have this list of what is needed for the job (verbs and adjectives), come up with as many examples of these attributes in your experience and/or coursework. For example, if you had completed several extensive reports, they involved research, time management and organizational skills. Tell short stories as examples of 'proof' of your expertise.

Being able to translate college experiences to job-needed skills is an art in itself. If you are not certain of the qualities needed for the job, do some research on it yourself. Talk to professional organizations or individuals in the field. Make sure you do some research on the organization you want to work for...show them that you are interested and motivated by the fact that you did your 'homework' before applying.

This 'skill-matching' exercise can also give you your key selling points and areas to highlight in your resume and marketing letter.

Grades

How do I handle questions about my grades or requests for my transcripts? I have C and C+ averages respectively. I paid for school myself w/ work and loans and I lost my mom to cancer and my brother to AIDs.

There is a certain appreciation by organizations of those who have been tested by the fire. You never know how someone will react to pressure or difficult situations. Your story certainly will show that you can deliver despite difficulties.

One of our most stated beliefs is that you cannot be a missionary---do not try to convert those who are not interested. If a recruiter cannot see the inherent value in your performance, their loss! But in a real world you still have to deal with these folks. Is there a positive trend that you can point out in your grades? Such as, consistently improving grades in certain subjects or specialties? Do you have recommendations from an instructor to your devotion to detail and deadlines?

Since graduation (assuming that you did complete your studies), what have you been doing? How about those jobs that put you through school...do they have any recommendations for you? Cast yourself in the best light possible and stress the ability to perform quality...and target more family-friendly organizations for job openings. They may have a more open-minded culture to see beyond letter grades.

More Interview Tips

Use these checkpoints for a winning interview:

- Research the organization or company that you're applying to.
- Review the job announcement or advertisement to identify the skills, knowledges and abilities essential to the job you're applying for.
- Inventory your skills, knowledges and abilities.
- Review potential interview areas and questions based on your review of the job announcement or advertisement. Use our Interview Question Bank to identify possible questions.
- Practice your interview with someone playing the role of the interviewer. Have the person conduct a mock or practice interview ask the person provide you with feedback on both your answers and your delivery. Have multiple mock interviews and use the feedback to improve during each mock interview.

Being a winner at the job interview is a simple process that takes a lot of hard work. Focus on the same success factors used by great entertainers and athletes – practice and execution.

Visit us at [job-interview.net](http://www.job-interview.net), <http://www.job-interview.net>. We offer:

- ✓ Answers to interview questions
- ✓ A question bank with over 1,000 interview questions organized under 40 different skills and abilities
- ✓ Practice interviews for a variety of jobs.

Good luck and enjoy your search!