

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.

Internet Advantage

How important is it to be Internet savvy in today's job market?

This is a very important question because in answering it, you, as the job seeker, are offering your opinion directly or subtly about your view on the changing world of work and your ability to deal with technology.

First, you may be perfectly correct -- if your profession doesn't demand it -- to have no expertise in the Internet. If this is true then you would be better spending your time looking for a job than becoming Internet savvy before looking for a job.

That said, let us also say it is difficult to imagine any profession that would not be comprised of users of the Internet and more effective because of it. If you are an "older" job seeker or career changer, all the more reason to be sensitive to that fact.

If possible you should become proficient on the Internet for three big reasons. First, there are job sites where positions available are posted. Also check with professional associations related to your field. Chances are they too will not only have networking opportunities (essential for any job changers and especially if you are attempting to find a new career) but, more often than not, job listings on their website as well. Second, the Internet not only helps you to find jobs but it will also help in your research and due diligence to make sure the organization you wish to interview with is not about to go out of business. Third, it will be a boost to your own confidence because if the question comes up, you could discuss your use of the Internet based on your very own recent experience.

If you can avoid buying a computer at this time by all means do so. You are I am sure mindful of your finances and do not want to incur additional expenses if you can avoid it. Many libraries offer free PC time. Try also the local office of the Department of Labor.

The Interview Process

In some ways the interview process remains the way it has been since the start of the industrial revolution. Namely the interview continues to be the primary way to consider people for jobs -- regardless of profession. As always the best interviewees land the jobs -- not necessarily the best candidates.

The process is different as well. First expect to meet more people and much more waiting. Second it is quite likely that during the screening phase you will meet persons much younger than yourself who in fact have had no interviewing training and yet you need to get past them to be considered by the hiring manager. Prepare by practicing your interviewing with someone who will play the role of the interviewer. If you can get a young person to help you so much the better because they will share their thoughts on what you are and aren't saying. Don't

forget the reason you are having the meeting is to land the job. Know when to speak and when to be quiet. Your job interview is not the time to educate the interviewer as to the way things used to be or some other tact that puts them in a position of being labeled inexperienced.

The process is different in one other way that will really work to your advantage. The traditional courtesies are for the most part absent. Show up on time and professional in appearance. Bring an extra copy or two of your resume. Write thank-you notes. These touches will make you stand out from all the other candidates because these practices are becoming more and more rare.

If you do your homework and use the Internet while conducting your job search and then practice your interviewing skills, you should be in great shape. As our population continues to grow older, there are a lot of people who will value your experience -- even if you are a career changer -- if you take the time to briefly explain how the skills you have acquired during your working life are now applicable to the problems the organization you are meeting with need to be solved.

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!