

# 21 BEST TIPS FOR A SUCCESSFUL JOB INTERVIEW

## PREPARING FOR THE INTERVIEW

- 01** Dress professionally and make sure you are well-groomed
- 02** Prepare your portfolio ahead of time and practice using it so that you know where everything is located
- 03** Practice your answers, but don't make them sound rehearsed—just focus on hitting the main points
- 04** Do your research on the company and position that you're interviewing for
- 05** Bring any materials you may need including business card, resume and portfolio
- 06** Bring a notebook and a pen or pencil so that you can take notes or jot down questions

- 07** Be on time—allow for extra travel time in case you get lost or run into traffic



## DURING THE INTERVIEW

- 08** Make a good first impression with a nice, firm handshake
- 09** Be friendly, polite and remember to smile
- 10** Display confidence through body language—don't slouch in your chair or look down when you're speaking.
- 11** Speak loudly and enunciate when giving your answers

- 12** Always try to frame your answers in a way so that they relate to the job and why you're the best candidate for it

- 13** Be honest—it's better to turn down a job you're not a good match for than to try to 'fake it until you make it'

- 14** Prepare yourself for curveball questions you didn't train for—take your time answering

- 15** Ask for some time to think if you need a second to formulate your thoughts

- 16** If you are unsure of what the interviewer is asking you, politely request a more detailed explanation



## AFTER THE INTERVIEW

- 17** Thank the interviewer for his or her time
- 18** Give the interviewer samples of your work if you have copies for them to keep
- 19** Provide a good final impression with a nice, firm handshake
- 20** Follow-up with a thank you e-mail, letter or phone call
- 21** Prepare for your follow-up interview, if applicable



# Succeed At Your Job Interview A Practical Guide To Being Interviewed

**Joe McDermott**



## **Succeed At Your Job Interview A Practical Guide To Being Interviewed:**

## Adopting the Song of Expression: An Psychological Symphony within **Succeed At Your Job Interview A Practical Guide To Being Interviewed**

In a global used by displays and the ceaseless chatter of immediate communication, the melodic beauty and emotional symphony produced by the prepared term often disappear into the background, eclipsed by the constant sound and disruptions that permeate our lives. But, situated within the pages of **Succeed At Your Job Interview A Practical Guide To Being Interviewed** a charming fictional treasure filled with fresh emotions, lies an immersive symphony waiting to be embraced. Constructed by a masterful composer of language, that fascinating masterpiece conducts viewers on a mental trip, well unraveling the concealed songs and profound affect resonating within each carefully crafted phrase. Within the depths of the emotional review, we will discover the book is main harmonies, analyze their enthralling writing fashion, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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