

Navigating the Interview Process

Just a few years ago, the economy was going full-throttle and employers were hiring right and left. But things change. Companies are having to run their operations with a pretty lean staff – which means that competition for jobs is stiff.

So how do you set yourself apart from the rest of pack and walk away with the job?

Although skills, training and work experience carry a lot of weight, the fact is that some hiring decisions end up being based on first impressions and performance in an interview.

Employers are looking for the candidate who can bring the most to the position available. That means they're looking for the most motivated, organized, determined, and qualified person they can find.

To make sure that person is you, put some time and effort into preparing for the interview. For instance, learn as much as possible about the company in which you're interested. Talking to current or former employees to get a feeling of what typical company policy and everyday work is like tells a lot about a company.

The Internet is a terrific resource for discovering the vision and mission statement of companies. As you're researching the company, jot down questions and comments you may want to ask during the interview. Being involved in the interview process rather than simply answering questions demonstrates an interest in the position and an eagerness to learn – both good traits in an employer's eyes.

Arrive early for your interview and take extra pains to present a neat and professional appearance. (C'mon, it's not like you have to keep the tie or hose on all day!) This is your only chance to make a strong first impression – and you want it to be a good one. Since many first-time interviews are brief, hiring decisions can often be based on personal interaction and appearance.

And Mom was right: manners count. Enter with a polite confidence, demonstrate a willingness to work and you may very well walk out the door with the job! 🍀

All the Write Moves

Here's the chance to use all those vocabulary words that your English teachers insisted you learn. For instance...

Use...

assembled
maintained, oversaw
performed
assisted
supervised, coordinated
demonstrated
staffed

Instead of...

put together
looked after
did
helped
in charge of
showed
ran

Other "power words" include:

- Achieved • Acquired •
- Calculated • Conducted •
- Created • Designed •
- Developed • Eliminated •
- Established • Generated •
- Implemented • Improved •
- Organized • Planned •
- Produced • Resolved •
- Selected • Solved

For more info on assembling a resume, check out:

www.jobweb.com

www.provenresumes.com
(includes great information on applications as well)