

Job interview



General guidelines to a job interview

{jcomments off}There are varying guidelines for behaviour at a job interview. No manual can hel

Statistics say that the First Impression decides 87% of the hiring decision, meaning that your

And by this we don't mean to be flamboyant but to be you and only you, as difficult as this may b

Interview training, preparing yourself

If you are the type of person who gets nervous, freezes up, mumbles and generally messes up

Interviews can be grueling experiences leaving you speechless at crucial points and unable to

You haven't made it through the selection process only to break down at the hiring stage, and

The interviewer - friend or foe

Now that you have your invitation for an interview you need to get yourself ready. A good

There are two different types of interviewers you can get; the experienced, professional

The first is someone who will understand that you are nervous and give you a few minutes

One advantage is that the interview will follow a structure and you will be led through it.

The disadvantage of a structured interview, and this depends on the experience of the interviewer.

One of the dangers of facing an inexperienced interviewer, or worse, a group of inexperienced

An advantage of being interviewed by an inexperienced person is that you can guide the

Selling yourself - the impression you make

The first physical impression the prospective employer gets of you is 75% of all the work

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Don't be late. Take extra time **be early** even if you know how long it should take. You never know what

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Be presentable. Get a good night's sleep before! Shower, shave (if necessary), groom yourself like

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Tone down on the fashions statements takes the job market is a middle road of fashion. You want them to f

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Be calm. Be polite. Try to appear relaxed. Be friendly. Have your wits about you,

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Don't go on an empty stomach. A couple of plain toast will keep your stomach and nerves intact. If you

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Don't drift off the subject. Ask or answer the questions directly and as succinctly as possible. If they are interes

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Know your subject. Unless the inventor, count on it that someone at the interview will be famil

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Address the speaker. Unless you are familiar with speaking to groups of people, if there are more than

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Negotiate. You would not be at the interview if they did not think you can be an asset to the

Tips and guidelines, questions to expect

Not confident yet? Need more information? Not sure

what to expect or ask? The following sites

University of Waterloo, Canada

- [Job/Work Interviews](#)

Thomas Staffing Services

- [The 25 worst job interview mistakes](#)

MBA Style Magazine

- [Interview questions to expect](#)

Job-interview.net

- [Vocational questions to expect](#)

Medzilla

- [Conventional wisdom for interviews](#)

Writing a resume good enough to get an interview

Writing a good resume is essential to being invited to a job interview. Only in a very tight job market can you be forgiven for writing a sloppy or otherwise inadequate resume.

Not too surprisingly, a killer resume followed by a good interview can get you a job where your qualifications come second place.



I want to know more about resumes or cv's.



I want to know more about being properly qualified.

Success and failure

Failure and rejection

In the end, no matter how perfectly you have prepared and presented yourself, there is no guarantee you get the job. This still depends on a number of factors outside of your control.

You will be graded like a piece of meat, your good and bad points will be assessed against your competitors (if any). The interviewer may have taken a dislike to you or simply had a bad day. Inadvertently you have made them feel like idiots and so forth. Murphy's Law states that anything that can go wrong will go wrong. Analyse the interview but don't dwell on it.

In most cases of rejection you will never know what went wrong. All you get is a short and polite letter or phone call, if at all. This really is a shame because knowing where you went wrong, if it was you, may be something you can improve on for the next interview. But companies seldom or never tell you why you didn't get the job. That's life. Don't take it too hard, you did get the interview after all.

Wonder why you didn't get the job? Check with the following sites to see if you have made any, or all(!), of these mistakes:

Carnegie Services
- Common job interview mistakes made during employment interviews.

- Thomas Staffing Services
The 25 worst job interview mistakes

Ricks College, Idaho
- Common recruiter complaints about applicants (point 3.)

Success

Congratulations!

At this point you may want to scrutinize the contract and squeeze out some extra benefits (see Employment Rules, Regulations and Benefits further down this page) before you sign it.

It is also a good time to enquire about your desk space and other personal workplace necessities and let them make the changes right away before you start. In the spirit of mutual satisfaction these demands will almost always be granted.