

Preparing for Interviews

By James North

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Preparation is the key to a successful interview. Thorough preparation enhances your chances of accomplishing the main objective of an interview.... namely, the job offer.

No two interviews are exactly the same because positions, interviewers and candidates are all different.

You should practice your answers out loud to hear how they sound, but don't try to memorise them word-for-word or you will end up sounding too rehearsed. Again, if you are of a nervous disposition you may completely forget your train of thought and go blank. It has happened in the past.

Mock interviews are vital in preparing for the real thing. It will give you a chance to ease your jitters as well as practice your answers and interview technique with an audience. You will get constructive feedback, which you don't really get from in front of a mirror. :-)

The most proficient interviewers tend to be screeners, while the decision maker will - a line manager - not always as proficient in interviewing as screeners. Remember, interviewing is aimed to solve a recruitment problem and recruiters get nervous too.

The best ways to prepare for an interview are as follows:

*Know your resume inside out and outside in.

*Get up to speed with technical aspects of the career you are pursuing.

*Research the company, its' products, services, key personnel, as well as its' competitors.

*Practice through mock interviews

*Take your body language serious.

*Practice your answers to questions.

*Prepare with a dry run journey...know the route and even undertake a dress rehearsal.

*Prepare your briefcase including paper, pens, and copies of your resume, references, certificates and any relevant portfolio well in advance.

and

*Prepare mentally.

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"If you really want something in life, you have to work for it. Now quiet! They're about to announce the lottery numbers." - Homer J. Simpson

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