



ACE AN INTERVIEW

How can I make sure I ace my interview?

The interview is easily the most important step in the job search process. Therefore, leaving a great impression is essential. Since interviews take practice, it's vital to gain as much experience as possible so the interview is second nature - and you're confident, polished and prepared.

Try these tips to hit a home run on your next interview:

- ⇒ Do your homework on the company, position and person you're interviewing with so you'll feel prepared.
- ⇒ Practice for the interview by role playing with a friend or videotaping your responses.
- ⇒ Research commonly asked interview questions and prepare your answers to them.
- ⇒ Cite specific examples of strengths and weaknesses in your career - use these to identify how you can help benefit the company.
- ⇒ Appear positive and make eye contact with the person conducting the interview - it shows your enthusiasm for the opportunity.
- ⇒ Ask open-ended questions that allow the interviewer to share information about the job and the company.
- ⇒ Ensure that your profile on Facebook, Twitter and other social networking sites are professional - or set to private.
- ⇒ Update your LinkedIn profile and ask colleagues to provide references to endorse you.
- ⇒ Never bash a prior job or boss, rather focus on tasks that did not work instead of coworkers or company politics.
- ⇒ Bring a few copies of your resume, a notepad and pen to take notes.
- ⇒ Keep your answers concise and professional.
- ⇒ Set goals and let the employer know where you see yourself professionally in five to ten years, and beyond.
- ⇒ Map out your route in advance and arrive 10-15 minutes early.
- ⇒ Send a thank you email to finish off the process - it also puts the ball back in the employer's court.