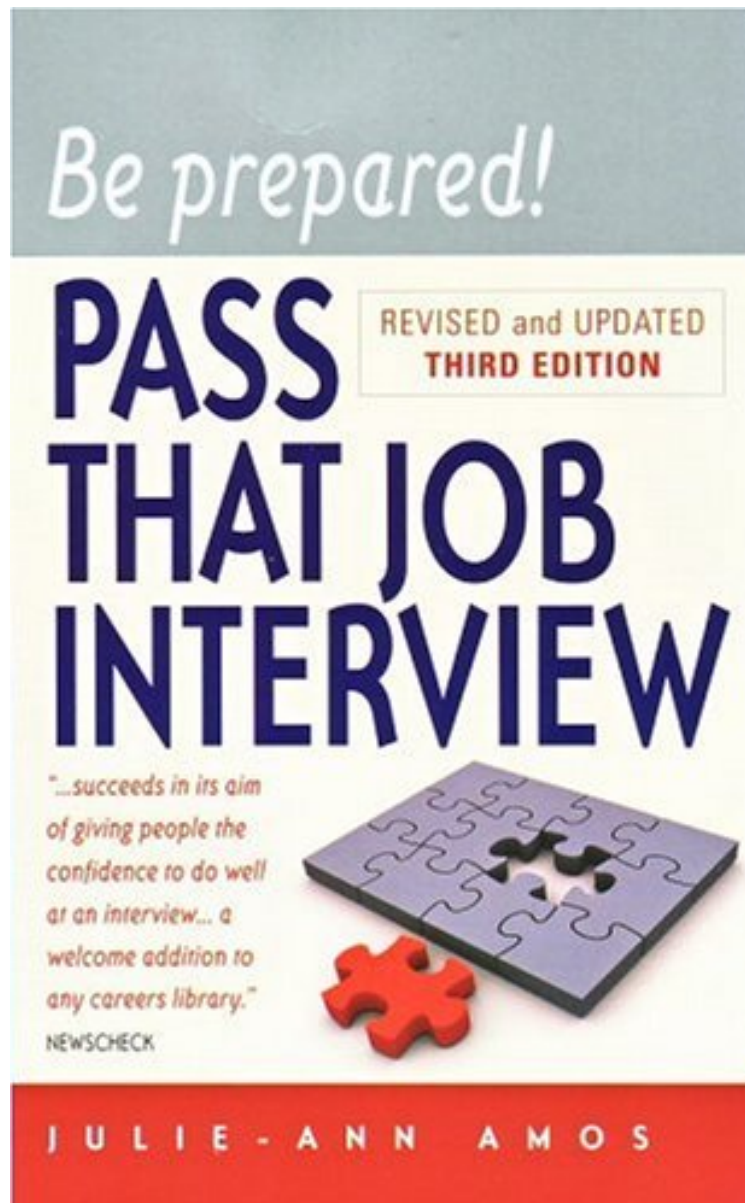


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Be Prepared! Pass That Job Interview, 3rd edition

Julie-Ann Amos

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preparation and getting all your paperwork in order. One clever idea is the research a company prior to an interview. And be overly generous in your time estimates before the interview, so as to make sure you arrive on time. Personal presentation is also important. "Make sure that shoes are not scuffed or dirty" (p 30), for example. Make certain to make eye contact during the interview and to smile. What is perhaps most useful, however, is the section on questions. How best to answer probing questions, or open questions? She even advises you how to deal with mistakes, by handling them immediately.

It deals with pre-interview preparation and how to research the company you're applying to work with. It also offers useful tips on how to present yourself on the day, the golden rules of body language and how to handle nerves. Find out how to deal with the unexpected, cope with awkward questions, and leave on the right note. With the right preparation you really can tip the scales in your favour.

"Succeeds in its aim of giving people the confidence to do well at an interview... a welcome addition to any careers library.' Newscheck" About the Author Julie-Ann Amos is Human Resources Consultant with considerable experience in recruitment, a member of the Chartered Institute of Personnel and Development and a successful author.