

## Developing Interview Skills

Most interviews are face-to-face meetings between the interviewer and job candidate, for the purpose of mutual evaluation. The interview gives the job candidate an opportunity to sell their assets and to distinguish themselves from other candidates. Here are a few tips to consider:

- ◆ Employers form an opinion about a candidate within a few minutes after meeting, **so make a good first impression.**
- ◆ **Rehearse your answers** to questions aloud before the interview so that answers flow smoothly from your lips. The better prepared you are—the more confident you'll feel.
- ◆ **Accept as many interviews as possible**—Even with companies or for jobs that you're not interested in—to build your interviewing skill and confidence.
- ◆ **Interviews can take many forms**—phone screening, one-on-one, panels, and stress interviews. If possible, find out in advance which type to expect.
- ◆ **Phone Interviews** are often used by employers to pre-screen applicants and to select the best candidates for face-to-face interviews. Due to the one-dimensional nature of this style of interview, candidates need to create a positive impression with good answers and a confident voice.
- ◆ Even though the interviewer may be evaluating you, **you are also evaluating them**—notice whether workers appear happy, how attractive the facilities are, and whether this is an employer for whom you'd like to work.

