

Job Interviewing Skills- BEFORE the interview!

You want to make the first impression a good one – a memorable one.

- It is important to go into the interview:
 - Feeling **prepared**
 - Feeling **confident**

Steps:

1. Pre-interview Research

- Look into the services the place you are applying provides:
 - Do you have the skills they require?
 - Are you able to match your personal skills/life/habits with what they require?
 - Example:
 - If your place requires a driver's license, do you have one?
 - If your place requires weekend work, can you do it?
 - If your place requires key board skills do you have them?

2. Be prepared to answer the questions: "Why do you want to work here?"

- Think it through before you get to the interview!
- Have clear answers ready – you will be asked that

3. When you go to the interview, most will ask if you have any questions for them.

- Demonstrate that you have THOUGHT of working there and DO HAVE some questions:
 - Example:
 - What exactly might be my job duties?
 - What exactly might be a way I can go up or advance in the organization?
 - How can I be of most benefit to the organization?

4. Relevant Experience

- Before the interview:
 - Review your resume to make sure you can actually do and/or have the experience the organization wants.
 - The better you know your resume – the better you can answer difficult questions thrown at you.
 - Even if you have never had the exact job you are applying for – skills are transferable:
 - What things have you done in the past which might be similar to what the org. is looking for
 - Think about different ways in which different jobs/experiences could apply to the job you're interviewing for.
 - Be able to think quickly – you never know what you might be asked.
 - Be able to relate the questions asked to facts on your resume.

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Ticket:

Welcomed Rehab group today. After a few announcements proceeded to begin discussion of job interviewing skills. Today's session focused on "preparation" for the interview – and ways of creatively managing one's own skill set with what the organization is looking for. Discussed how important it is to be prepared prior to the interview in order to instill a sense of competence and readiness to work to the interview panel. Talked about the importance of "self confidence" and how this affects one's presentation. Discussed the mistakes that many people make when interviewing:

- Lack of information about the organization mission, purpose, philosophy and tasks
- Lack of thought as to how to blend one's own skill set into new requirements and expectations.

Individual Note:

Good attention and willingness to engage. Able to talk about own skill sets and apply them to current job expectations. Works fairly well with others.

Goal:

- Prepare client for confident and competent presentation of self at job interviews.
- Continue working on positive self esteem and assertive self agency.