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HR Era



# THE PERFECT JOB INTERVIEW

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So, you think that you have found the perfect job. You perfect your resume, send it into human resources and then you get the call - the company would like you to come in for an interview! After all of the excitement from being chosen for the interview starts to die down, you may find yourself a little nervous about the actual interview process and wonder what it is that you can do to REALLY stand out. Implement the few tips listed here and you will really stand out amongst your competition, imperative to your success!

Whilst it's wonderful that you may have all the skills required to perform this job, every company is different, as are the job requirements. Arming yourself with research about the company beforehand shows not only that you know who they are, but also that you have a general interest in the company. There are multiple sources of free information available these days, so make sure you do your homework.

"Dress to Impress" is the basic motto for every job interview regardless of the industry. The best way to be sure you look the part is to take a good look in the mirror and see if the person staring back confirms two words: neat and clean. Most likely those interviewees that show up wearing wrinkled pants and dirty shirts will be shown the door before the interview starts. This doesn't just apply to the clothes you are wearing. Proper grooming of facial hair for men and makeup for women is essential to complete the overall look.

Know what you are going to say about yourself before the actual interview. Remember, you are basically selling yourself to the potential employer, but

you never want to come off as arrogant. The interview process will most likely be controlled by the interviewer, who will reference your resume to gather a little more information about your talents and abilities. Be sure to know all of the facts beforehand so that you don't stumble over any questions. Remember, there is always the possibility that there will be curve balls thrown at you, so preparation for the interview is absolutely essential; know yourself, and what you need them to know about you as well.

Always end the interview process with a genuine thank you for their time and a handshake that shows you are confident and assured. The interview is not the time to be shy and coy, it's necessary for you to show how truly appreciative you are of the interviewer's time to ensure that it certainly wasn't wasted. After the interview has ended, it is never a bad idea to follow up with a "thank you" phone call or even a handwritten letter. Doing this will more than likely give you an edge over the rest as it is a practice that seems to have gone out of style. Bring it back, it's a classy gesture and it shows that you mean business.

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