

# Tips on Interviewing

"I don't know what to say," she said, "I'm afraid he will think I am inadequately suited for the job."

Anxiety is often felt before one begins to be interviewed. Dr. Terry Mullins, a professor of business at The University of North Carolina at Greensboro, said, "A job interview occurs when there is an opening for a job. You as well as the interviewer know there is an opening." Mullins felt the way to get a job is "to

show the interviewer that you can make more money for the company than they are making now."

Before an interview can take place, you (the candidate) must accomplish five things.

One, many job hunting books contain a greater deal of extra and contradictory information. To avoid confusion, it would be wise to stay away from these types of books.

Two, understanding the job market is an essential

part of an interview. People are constantly changing jobs and careers.

Mullins said, "You need to be cautious in not getting the wrong job." When deciding on a career, Mullins said, "Think hard about the career you are going to select. Do something you really love."

Three, the most important aspect in preparing for an interview is to know the company. Interviewers are turned off by

the people who haven't done their homework beforehand.

Four, know the person behind the desk. Before the actual interview takes place, find out who will be doing the interview. You will be at a great advantage if you can give the interviewer one reason why he should trust you more than the next person off the street.

Five, be sure you have thoroughly investigated the company as well as the

interviewer. You may destroy your chances of getting the job you want if

you are not physically and psychologically ready for the interview. John Paul Getty said, "Before a beginner can begin, his biggest job is that of appraising-not praising himself."

A number of factors can influence an interview. Some of these include: your personality, his personality (the interviewer's), time of interview, and the physical setting of the interview. In reality, the interviewer is

the buyer and the candidate is the seller. Mullins said, "Every interview is a sales call. You offer the most valuable thing in the whole world yourself."

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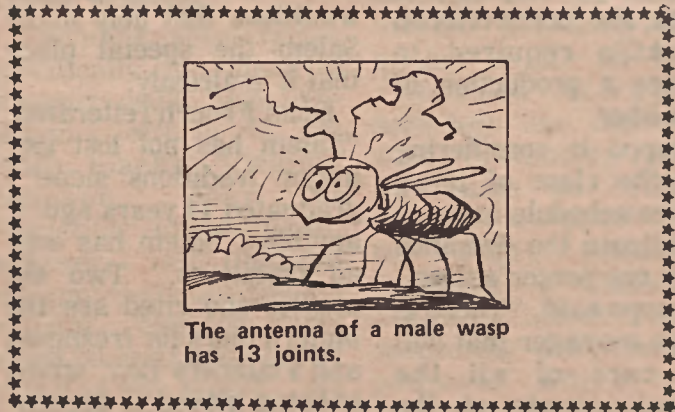
By Paul Corbett

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