

[PDF] Job Interviews For Dummies

KENNEDY - pdf download free book



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Description:

From the Back Cover Deliver a show-stopping interview performance

Whether you're searching for your first job, advancement in your current field, or a career change, including a military transition, *Job Interviews For Dummies* shows you how to get your foot in the door and deliver a show-stopping interview every time! Updated with new realities of the current job market — and scenarios you can expect to encounter today — this guidebook is everything you need to interview your way to the job offer you want.

- Step into the spotlight — find out how you can use appearance, body language, confidence, and performance skills to deliver a winning interview
- 2. Check behind the scenes — discover how to research employers, understand personality tests, dress the part, overcome stage fright, and speak up with the right questions
- 3. Be guided by pros — get trusted, career-tested advice on giving a Show Stopper's response to major questions employers in any career field ask
- 4. Preview questions by career fields — anticipate questions that can come up in a particular line of work, from administrative and education, to information technology and management

Open the book and find:

- Strategies and techniques that work
- 2. Why "be yourself" can be poor advice
- 3. 18 interviewing formats you may encounter
- 4. Sample dialogue and research tips
- 5. Questions to ask that will make you look good
- 6. How to prepare for automated and web-based interviews
- 7. An updated sample question & answer section
- 8. Tips for negotiating salary

Learn to:

- Survive web-based screening knock-outs
- 2. Master the essentials of popular video interviewing
- 3. Manage your social media presence to make a great impression

About the Author Joyce Lain Kennedy is a nationally syndicated careers columnist. CAREERS NOW appears twice weekly in newspapers and on websites across the United States. She is the author of seven career books including *Resumes For Dummies*, 6th Edition, and *Cover Letters For Dummies*, 3rd Edition.

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