



Job Interviews For Dummies

By Joyce Lain Kennedy

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Deliver a show-stopping interview performance

Does the thought of interviewing for a new job send shivers down your spine? It doesn't have to! Whether you're searching for your first job, changing careers, or looking for advancement in your current line of work, *Job Interviews For Dummies* shows you how to use your skills and experiences to your advantage and land that job.

Following a half-decade characterized by an explosion of economic crises, global expansion, and technological innovation in the job market, today's job seekers vie for employment in a tough era of new realities where few have gone before. In addition to covering how to prepare for an interview, this updated edition explores the new realities of the job market with scenarios that you can expect to encounter, an updated sample question and answer section, coverage of how you can harness social media in your job search, information on preparing for a Web-based interview, and the best ways to keep your credibility when applying for several jobs at once.

- Out-prepare the competition
- Overcome your fear of interviewing
- Ask smart questions about the job and the employer
- Give the best answers to make-or-break questions
- Fit your qualifications to the job's requirements
- Dress like an insider
- Survive personality tests
- Interview across cultures
- Evaluate a job offer
- Negotiate a better salary

Whether you're fresh from the classroom, a prime-timer over 50, or somewhere in between, *Job Interviews For Dummies* quickly gets you up to speed on the skills and tools you need to land the job you want.

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Editorial Review

From the Back Cover

Learn to:

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

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
- **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
- **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
- **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
- Why "be yourself" can be poor advice
- 18 interviewing formats you may encounter
- Sample dialogue and research tips
- Questions to ask that will make you look good
- How to prepare for automated and web-based interviews
- An updated sample question & answer section
- Tips for negotiating salary

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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From reader reviews:

Edward Avelar:

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