

Acing The Interview

(NAPSA)—Nearly 40 percent of workers will change jobs in the next 12 months, according to a major recruiting and staffing firm—and how you perform in a job interview is considered a preview to how you will perform on the job. The interview is also a way for prospective employers to study demeanor, speech, manners, energy level and more. You can demonstrate what a catch you are with a top-notch interview, beginning with these basics:

Timing—Plan to arrive 10 to 15 minutes early to give yourself a margin of comfort in the event of unexpected delays such as traffic jams, parking difficulties and missed turns. If you arrive very early, ask not to be announced until a few minutes before your scheduled interview time.

Attitude—Maintain a friendly demeanor. Be gracious and respectful to all you meet, from the receptionist to the interviewer and everyone in between. You may not know who they are and they could be important in the decision to hire you.

Positioning—Only sit when the interviewer offers you a chair or is seated. Take a seat directly opposite the interviewer. Do not place purses or briefcases on the desk or table between you.

Eye contact—Direct eye contact demonstrates confidence and sincerity and shows you are interested in what the interviewer has to say. Avoid nervous habits such as pen clicking, foot swinging, gum chewing and so on.



Interview performance previews job performance.

Questions—Make note of any questions that occur to you during the interview and ask them before you close. This is a final opportunity to demonstrate your knowledge of the organization and enthusiasm for the job.

Strategy—If asked about a skill or process unknown to you, try to answer positively about a similar skill or process that you have experience in. Emphasize your capacity to learn quickly, providing an example if possible.

Assuming that you want to go to work for this employer in this position, end the interview by letting the interviewer know you are interested in the job and would like to be selected.

For more interview tips, visit the Spherion Career Center at www.spherion.com/careers. To learn more, ask questions about interviewing or talk with other job seekers, visit the company's career blog at www.spherion.com/careerblog.