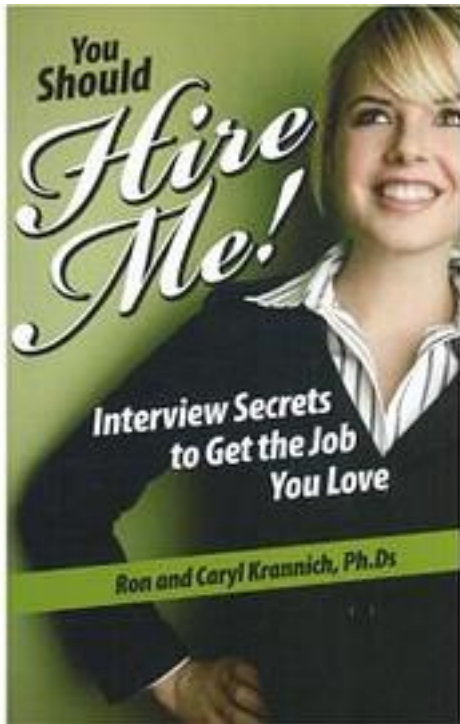


You Should Hire Me!



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The job interview is the single most important prerequisite to getting a job. While you may be talented in writing resumes and letters, conducting research, and networking, you simply must do well during the job interview if you want to get the job offer. But what exactly must you know and do in order to ace the interview? What questions should you anticipate and how well prepared are you to give answers that clearly emphasise your competencies and tell your story of accomplishments? And what questions are you prepared to ask during the job interview? Here is the book that examines the dynamics of interviewing for job seekers. Unlike other books that focus solely on the formal job interview, *You Should Hire Me!* examines two critical interviews

in the job search process -- referral interviews and job interviews. Referral interviews open the doors to key employers. When conducted properly, they can lead to the perfect job -- one that is the right fit for you. Indeed, if you are not doing referral interviews, reviews, you are probably conducting a lack-luster job search. Revealing the pioneering techniques of leading career professionals, this book outlines the key principles for conducting successful job interviews. Covering everything from preparation to close and follow up, it shows how to: Become "interview ready"; Recognise 26 interview myths; Deal with 8 types of interviews; Prepare for the encounter; Dress for the interview; Make positive first impressions; Engage in small talk; Respond to every question; Ask the right questions; Handle behaviour-based questions; Deal with illegal questions; Close the interview; Follow up the interview; Negotiate salary and benefits. Rich with sample dialogues and examples of questions and answers, You Should Hire Me! takes you into the offices of employers where you engage in one of the most important meetings of your life. Discover what you really need to do to energise your job search with this revealing book on both referral and job interviews.

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