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**The Job Interview from Start to Finish**

**By Kryssa Lighthall**

The questions you ask are usually used by the interviewer to evaluate your fitness for the job. You should research enough to be able to ask questions that are not found in obvious places such as the organization's annual report. Find out about the job and the company when it's your turn to ask questions. Ask the questions you prepared in advance. Feel free to ask for specifics about who you would report to and the duties involved. Be prepared to ask at least three questions in areas concerning the job, the company, the industry, external influences.

**Do not ask questions that raise red flags**

By asking "Is relocation a requirement?" the interviewer may assume that you do not want to relocate at all. If you do not mind relocating, try asking "I understand that most companies like their executives to spend time at their various major locations. Could you tell me how often I might be asked to relocate over five or ten years?"

**Answer a question with another question**

If the interviewer asks you what salary you expect, try answering by saying "That is a good question. What are you planning to pay your best candidate?"

**Rehearse your interview**

Role play with a friend. You should be able to convey all pertinent information about yourself in 15 minutes. Videotape the interview to identify unwanted gestures. If videotape is not available, use your telephone answering machine to record an interview: listen to your diction and speaking speed.

**Avoid negative body language**

One purpose of an interview is to see how well you react under pressure. Avoid these signs of nervousness and tension:

- Frequently touching your mouth
- Faking a cough to think about the answer to a question
- Gnawing on your lip
- Tight or forced smiles

Swinging your foot or leg  
Folding or crossing your arms  
Slouching  
Picking at invisible bits of lint

Another purpose of an interview is to see how well you communicate. Remember that communication is a two-way street; you must both listen and talk. If you are talking too much, you will probably miss cues concerning what the interviewer feels is important.

### **Make a connection**

The purpose of the interview is to see how well you might fit into the organization. Successful interviews are one that concludes as if you and the interviewer are long lost friends. Tips to make a connection include:

### **Be optimistic and try to make others feel comfortable**

Show openness by leaning into a greeting with a firm handshake and smile. When appropriate, give examples through short, interesting, and humorous stories about yourself. Try to envision what functions you would perform that would benefit the organization and discuss those activities.

### **Dress properly**

One component of the interviewer's job is to make a judgment concerning your ability to fit in the organization. One factor influencing that judgment is the attire you wear for the interview. Find out about the company's expectations for personal appearance—dress expectations, hair length, facial hair, etc.

### **Be on time**

Most organizations look at hiring, at the entry level, prospects who will become professionals. If you are a professional, you work until the job gets done—which may be longer than 8 to 5. Being on time (or early) is usually interpreted by the interviewer as evidence of your commitment, dependability, and professionalism.

### **Send a "Thanks for the Interview" note**

After an interview, send a thank-you note. After the final interview, time the thank-you note to arrive during the week you believe the hiring decision will be made. These notes serve as a reminder to the interviewer concerning your appropriateness for the position. You may mention a topic discussed during the interview.

When the job contact was made through the Internet or e-mail, send an e-mail thank-you note immediately after the interview. Mail a second letter timed to arrive the week before the hiring decision will be made.

Kryssa Lighthall is a writer for

. Find

at the leading

online resource for Houston Employment, CareersInHouston.

## **Crazy Interview Questions**

**By Joel Vance**

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If you want to get that amazing new job, you are first going to have to learn the answers to common job interview questions. The majority of the interview questions that you have thrown at you will be typical interview fare, but a company may decide to throw you a curve ball in the form of a crazy job interview question. This is starting to happen more and more, it is becoming quite a trend actually, so you need to take some time to learn what these interview questions might be so that you can answer them quickly and in a manner that leads to you getting the job.

There is a method to an employer's madness when they use an 'out of the ordinary' job interview question – and that's to get you thinking fast. In most cases the employer is testing you to see if you can think on your feet or if you are creative enough to work well in this job position. If the interviewer doesn't think you have what it takes because of your answers to the job interview questions, then you will not get the position.

Before you go into any job interview try to keep an open mind. Prep your imagination a bit to get it flowing freely just in case you get some of these crazy job interview questions asked of you. You can't afford to freeze up during an interview; because if you do, it is all over. So go in prepared, or at least as prepared as you can be.

Here are a few of the strange and yet rather common job interview questions that you may run across:

Q) If you were an animal what kind of animal would you choose to be?

Choose an animal that is efficient at everything that it does and one that is often very busy.

Q) What kind of fruit would you be?

You should choose a fruit that tastes good in a fruit salad along with many other fruits. This can be used to show that you are a team player who works well with others all of the time.

Q) What would be the very first thing that you would do if you won the lottery?

This is a gauge of your priorities. Whatever you do don't say you would quit your job.

Think about the answers to these sorts of job interview questions before you go into the interview. This way even if these particular interview questions don't get asked you will still have an idea of the types of answers that you should be giving.

## The Job Interview from Start to Finish

Joel Vance is a Human Resources 17-year HR expert who's taught at 4 major universities around the country and currently has a best selling book on interview questions at

Crazy Interview Questions

Why I'm Afraid of a Job Interview

Top 10 Super Job Interview Tips

The 7 Tough Job Interview Questions That Can Make or Break You – and How to Answer Them  
Spiffy Life Sayings

The Ultimate Guide To Acing ANY Job Interview

How Nice Guys, Shy Guys and Good Guys Finish First!

Expand Your Professional Coaching and Consulting Business

Character Counter Software

Blog Biz For Beginners

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