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Essential Interview Skills

Before The Interview

- Preparing yourself intellectually
- Preparing yourself emotionally
- What to bring and what to wear
- Interviewer’s hidden agenda
- Your 4 key objectives
- Handling phone screens

During The Interview

- First 5 minutes of every interview
- Middle phase of the interview
- Benefits of hiring you
- Communicating clearly
- Overcome your weaknesses
- Concluding each interview
- Building rapport with interviewers
- Handling salary questions
- Different types of interviews
- Questions you should ask
- Avoiding talking too much
- Handling illegal questions
- Mealttime interviews

Frequently Asked Questions

Interview question strategies

Tell me about yourself

What are your strengths

What are your weaknesses

Your biggest accomplishment

Your biggest failure

Why should I hire you

Working alone or in team

Describe yourself in 3 words

Tell me about your current boss

Additional Topics

Following up after the interview

2nd and 3rd interviews

Interviewer secrets

Qualities of skilled interviewers

Preparing your references

Background checks

You're Overqualified

Giving a presentation

Handling “no”

Contact the counselor now.