

ASK THE CAREER ENGINEER!

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Q: I am having information overload! I have read so many books on interviewing, watched videos and have been given advice from everyone on the planet. I continue to get interviews, however, I walk out of the office totally defeated and I know my interview skills are “poor.” I get so nervous and uncomfortable, what can I do? Shawna, K., Norfolk, VA

A: Dear Shawna, stay encouraged! There are many ways to get through the grueling interview process and the trick is to find the way that works for you. You said one very important thing, you feel defeated when you leave the office. My guess is that you felt defeated when you entered the office. Don’t take the interviews personal and don’t let it affect your self-esteem. Consider each interview a learning experience. Think about how you have improved your skills with each interview. May I also suggest contacting a career coach who can give you one-on-one feedback to help you improve on this skill. In the mean time, try the following items to help improve your confidence and presentation during the interview:

1. Believe in yourself.
2. Go alone.
3. Address the interviewer by his/her title and name.
4. Shake hands firmly.
5. Wait until you are asked to be seated.
6. Maintain good eye contact (if you can’t, look at the nose – same plane of view).
7. Be positive, become your own cheerleader.
8. Take time to think about your answers.
9. Ask the questions you do not understand to be clarified.
10. Stress your qualifications for the job.
11. Stress your readiness to undertake the job duties.
12. Ask when you may call to learn about the hiring decision (shows leadership).

If you have a question for “The Career Engineer” send an email to francina@thecareerengineers.com . Author of the book, *A Mind to Work: **The Life and Career Planning Guide for People Who ~~Want~~-Need to Work!*** For more information on Harrison & Associates, call 757-420-1109 or visit our website at www.thecareerengineers.com.