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## 6 Quick Tips for the Job Interview

### 1. Research

This is actually the key to the whole job search process. Know what you want to do, who you want to do it for and why you deserve to be there. Find as much information as you can about the organization, its products or services, mission and work culture. You'll also benefit by asking who will be at the interview ahead of time and acquainting yourself with them by way of their LinkedIn profiles.

### 2. Prepare

Monster.com pegged these as the most common interview questions:

- o What are your weaknesses?
- o Why should we hire you?
- o What are your goals?
- o Why did you or why are you leaving your job?
- o When were you most satisfied with your job?
- o What can you do for us that the other candidates can't?
- o What are three positive things your last boss would say about you?
- o What salary are you seeking?
- o If you were an animal, which one would you be?

### 3. Be Ready

Keeping the above questions in mind, be ready to share specific examples to go with your answers. Don't just rattle off job duties, describe what you did with them, how you were successful and how that could translate into the position you are applying for.

### 4. Be Concise

Keeping the above in mind, avoid rambling. The well-prepared job candidate knows not only what they want to say, but how they will deliver it.

### 5. Be on Guard

Don't get too comfortable during the interview, lest you run the risk of appearing unprofessional. Some recruiters even make the effort to put you at ease to gauge your reaction. One foolish statement or off-color comment could cost you the job.

### 6. Ask Good Questions

This goes back to bullet one. If you've done your homework, you can make a great impression by asking good questions. Remember, you're also at the interview to get a feel for the work environment and whether or not the organization is a good fit for your talents, personality or habits. Go beyond typical questions about benefits or perks. Ask about their expectations and where you fit into the organization.

#### SOURCES:

Monster.com: "Job Interview Tips"

Monster.com: "10 Most Common Interview Questions"

themuse.com: "The Ultimate Interview Guide: 30 Prep Tips for Job Interview Success"