

1. Record Nr.	UNINA9910164951503321
Autore	Mayer Dale
Titolo	Career Essentials : The Interview
Pubbl/distr/stampa	La Vergne : , : Valley Publishing Ltd., , 2011 ©2011
ISBN	1-927461-14-6
Edizione	[1st ed.]
Descrizione fisica	1 online resource (80 pages)
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Nota di contenuto	<p>Intro -- Title Page -- Table of Contents -- About This Book -- Dedication -- Acknowledgments -- Introduction -- 1: Types of Interviews -- Screening Interview -- Assessment Interview -- Impromptu Interview -- Hiring Interview -- Audition Interview -- Behavioral Interview -- Case Interview -- Combination Interview -- Group Interview -- Mealtime Interview -- Online Interview -- One-To-One Interview -- Panel Interview -- Situation (Performance) Interview -- Serial Interview -- Sequential Interview -- Speed Interview -- Stress Interview -- Technical Interview -- Follow Up Interview -- 2: Interview Styles -- The Interview Process - A Behind The Scenes Look -- 3: Before the Interview -- What To Research -- Where To Research -- Wage Research -- Practice Then Practice Again -- Reducing The Stress -- 4: Interview Basics -- First Impressions -- Being On Time -- Dressing Properly -- Hair & Hygiene -- Preparing Emotionally -- Body Language -- Facial Expressions -- Your Voice -- Understanding Yourself -- Show Interest In The Interviewer -- Use Positive Action Words -- Answer The Question -- Be Decisive -- Silence -- For Recent Grads -- 5: Interview Questions -- General Questions -- Your Education & Experience -- Who You Are -- How You Will Perform -- Closing Questions -- Questions On Salary -- Behavioral Questions -- Questions Relating To Ambition -- Integrity -- Problem Resolution -- Questions That Shouldn't Be Asked -- Questions You Should Ask -- 6: The Tough Questions -- If You've Been Fired -- Over Fifty -- Criminal Record -- Why You May Not Get Hired -- Defending</p>

[Yourself In An Interview](#) -- [7: After the Interview](#) -- [Sample 1: Email - Formal](#) -- [Sample 2: Mailed Or Faxed](#) -- [Sample 3: Email-Informal](#) -- [8: 2nd & 3rd Interviews With a Job Offer](#) -- [Salary Negotiations](#) -- [Accepting A Job Offer](#) -- [Your Letter Of Acceptance](#).

[Sample 1: Email-Informal](#) -- [Sample 2: Email-Formal](#) -- [Sample 3: Mail Or Fax](#) -- [Rejection Letters](#) -- [Sample 1: Mail Or Fax](#) -- [Sample 2: Email - Informal](#) -- [Sample 3: Formal Email Rejection With A Reason](#) -- [9: Key Points to Remember](#) -- [Conclusion](#) -- [References](#) -- [Author's Note](#) -- [About Career Essentials: The Series](#) -- [About the Author](#) -- [Copyright](#).
