

1. Record Nr.	UNISA996339135303316
Autore	Kennedy Joyce Lain
Titolo	Job interviews for dummies / / by Joyce Lain Kennedy
Pubbl/distr/stampa	Hoboken, New Jersey : , : Wiley, , 2008 ©2008
ISBN	1-281-22255-0 9786611222550 0-470-28304-1
Edizione	[3rd ed.]
Descrizione fisica	1 online resource (338 p.)
Collana	For Dummies
Disciplina	650.14/4 650.144
Soggetti	Employment interviewing
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	Job Interviews For Dummies, 3rd Edition; About the Author; About the Technical Reviewer; Author's Acknowledgments; Contents at a Glance; Table of Contents; Introduction; What Is a ShowStopper in Job Interviewing?; About This Book; Conventions Used in This Book; Terms Used in This Book; Foolish Assumptions; How This Book Is Organized; Icons Used in This Book; Where to Go from Here; Part I: And the Interview Winner Is . . . You!; Chapter 1: Job Interviews Are Reality Shows. Really!; Interviewing Is Theater; Why "Be Yourself" Can Be Poor Advice; New Faces, New Factors in Interviewing Ten Concepts to Make You a StarTake Home an Oscar from Any Interview; When Interviewers Chase You; Building Lifetime Confidence; Chapter 2: Tailoring Your Qualifications for Targeted Job Interviews; Connecting the Dots: Showing You're the Right One; Presenting Your Qualifications in a Targeted Interview; Making Up for Missing Qualifications; Chapter 3: Going Wireless for Your Interview; Can You See Me Now?; Rock the Video Interview; When You're on the Phone; Which Way to the Future?; Chapter 4: Interviewing on the World Stage; Changing the Global Interviewing Game Looking at Remaining Cultural NormsInterviewing Across Cultures; Tracking Down Country Research; Preparing for the Global Job

Interview; Chapter 5: A Chorus Line of Interviews by Type; Mastering Interviews by Objective; Mastering Interviews by Interviewer; Mastering Interviews by Technique; Mastering Interviews at Remote Locations; What's Playing at the Roxy?; Part II: Backstage Researching and Rehearsing; Chapter 6: Research Is Your Ticket Inside; Here's What Computers Tell Us; Asking Questions about Potential Employers; Ready, Aim, Fact-Find; Preparation Makes You a Headliner Chapter 7: Your Close-Up: Personality TestsPersonality Testing Is Serious Business; What You Might Not Know about Personality Tests; Making the Grade on Job Tests; Sample Personality Questions; Keep On Keeping On; Chapter 8: Showing You the Money; Recruiters and Their Talking Points; Discovering Market Pay Rates; Negotiating in the Moment; Stalling Money Talk with Smart Replies; Downplaying a Low Salary History; Considering More Factors That Affect Job Pay; Getting Your Worth's Money; The Magic of Market Value; Chapter 9: Costuming Yourself for a Starring Role; Three Commandments of Style Following Today's More-Relaxed Dress CodeRunning Down Four Basic Categories of Work Wear; Heading for Fashion Frontiers; Guessing at Tomorrow's Styles; Chapter 10: Overcoming Stage Fright: Rehearse, Rehearse, and Rehearse; Beating Stage Fright to Pitch Better, Sell Faster, and Ace More Interviews; More Techniques to Stop Stressing Out; Practicing with a Video Camera; Stage Directions for All Players; Anticipating Interview Trapdoors; Take One . . . Take Two . . . Take Three . . .; Chapter 11: Looking Good with Questions You Ask; Asking Selling Questions before the Offer Asking Self-Interest Questions after the Offer

Sommario/riassunto

Job interviews are crucial meetings that seal the deal on who gets hired. But, since the previous edition of Job Interviews for Dummies was published, everything about the interview process has changed in ways you need to know about and get comfortable with beforehand. This completely revised and updated 3rd Edition brings you fully up to speed with the latest technological changes, interview strategies, and negotiation techniques to help you give a show-stopping performance and land the job of your dreams. You learn the secrets of successful Internet video interviewing and
