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Titolo	Answering tough interview questions [[electronic resource]] : for dummies // by Rob Yeung
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Note generali	Includes index. Cheat sheet perf-bound into book.
Nota di contenuto	Answering Tough Interview Questions For Dummies; About the Author; Dedication; Author's Acknowledgements; Contents at a Glance; Table of Contents; Introduction; About This Book; Conventions Used in This Book; Foolish Assumptions; How This Book Is Organised; Icons Used in This Book; Where to Go from Here; Part I: Making Sure You Shine in an Interview; Chapter 1: Understanding the Interviewing Game; Recognising What Interviewers Are Looking For; Finding Out about Key Skills and Qualities; Chapter 2: Doing Your Job Interview Homework; Researching the Company Preparing Answers to Common QuestionsDressing for Success; Getting Ready to Go; Chapter 3: Polishing Your Interview Performance; Creating the Right Impact; Building Your Confidence; Getting Off to a Great Start; Part II: Answering Tough Interview Questions; Chapter 4: Talking about Yourself; Handling General Questions about Yourself; Talking about Basic Job Skills; Chapter 5: Talking about Problems, Perceptions, and People; Overcoming Interviewers' Common Worries; Seeing Yourself As Others See You; Discussing Your People Skills; Chapter 6: Getting to Grips with Questions about Your Work Responding to Questions about Your WorkSidestepping Questions

about Your Current Company; Chapter 7: Talking about Why You Want a New Job; Answering Questions about the Employer; Answering Questions about What You're Looking For; Evaluating Your Fit With the Organisation; Deflecting Questions about Money; Chapter 8: Thriving Under the Pressure Interview; Maintaining Your Composure; Responding To Leading Questions; Responding to Closed Questions; Fending Off Weird and Wonderful Questions; Saying Something Is Better Than Saying Nothing; Chapter 9: Succeeding at Competency-Based Interviewing
Discovering the Rules of the Game Identifying Likely Questions; Questions about Your Thinking and Planning Skills; Questions about Leading and Managing; Questions about Your People and Customer Skills; Questions about Your Personal Effectiveness; Part III: Dealing with Tricky Questions and Other Situations; Chapter 10: Responding to Questions for Graduates and School Leavers; Questions for Graduates; Questions for School Leavers; Chapter 11: Handling Questions Aimed at Experienced Candidates; Questions for Older Candidates; Talking about Changes of Direction in Your CV; Returning to Work
Chapter 12: Handling Hypothetical and Analytical Questions Responding to Hypothetical Questions; Defining Key Concepts; Dealing Effectively with Numerical Challenges; Chapter 13: Coping with Illegal and Personal Questions; Countering Illegal Questions; Talking about Life Outside of Work; Talking About Your Health; Chapter 14: Taking Control in Unusual Situations; Dealing with Panel Interviews; Handling Hi-Tech Interviews; Getting Ready for Psychometric Tests; Succeeding at Assessment Centres; Part IV: Securing the Job of Your Dreams; Chapter 15: Asking Great Questions
Preparing the Right Questions for the Right Interview

Sommario/riassunto

Written for all job hunters - new entrants, mid-level people, very experienced individuals, and technical and non-technical job seekers - Answering Tough Interview Questions For Dummies is packed with the building blocks for show-stopping interviews.
