

How to Ace Preliminary Job Interviews

As you know, preliminary interviews for any job search can be difficult. You don't know the interviewer or what they are looking for in a candidate. You don't even know if the position is one you really want. To score more points and take command of those challenging interviews so you get asked back for subsequent interviews (and eventually land the job), try these tips:

- 1. Respond to questions briskly and concisely.**
- 2. Be certain you understand the questions.** Don't be afraid to ask for clarification.
- 3. Respond to the question asked.** Don't volunteer information.
- 4. Watch for opportunities to ask questions.** Especially those that show you have done some homework on the company.
- 5. Be sensitive to the interviewer.** Take stock of their style and try to respond to questions naturally.
- 6. Strive to develop a natural dialogue and rapport with our interviewer.** But, remember, they are in control.
- 7. Avoid the use of negative terms in your answers.** Instead of problems, talk about challenges or opportunities.
- 8. Get as many relevant details about the position.** This way, you can determine if it is a position you truly want.
- 9. Prepare, but don't over-do it.** Your answers should come naturally, not sound like a script.
- 10. Thank the interviewer at the end of an interview.** Don't try to recap the whole meeting or add things that didn't come up in questions.

When interviewing, remember the old adage: “You win some, you lose some.”
It’s true. You can’t score in every interview, but you can handle it so you leave a positive impression for future opportunities.