Interview Preparation Tips (Part 16 of 20)

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Traditional Face to Face Interview

Most interviews are face-to-face. The most traditional is a one-on-one conversation

Your focus should be on the person asking questions. Maintain eye contact, listen and respond once a question has been asked

Your goal is to establish rapport with the interviewer and show them that your qualifications will benefit their organization

The Audition or Action

For some positions, such as computer programmers or trainers, companies want to see you in action before they make their decision. For this reason, they might take you through a simulation or brief exercise in order to evaluate your skills. An audition can be enormously useful to you as well, since it allows you to demonstrate your abilities in interactive ways that are likely familiar to you. The simulations and exercises should also give you a simplified sense of what the job would be like. If you sense that other candidates have an edge on you in terms of experience or other qualifications, requesting an audition can help level the playing field.

To maximize on auditions, remember to:

Clearly understand the instructions and expectations for the exercise. Communication is half the battle in real life, and you should demonstrate to the prospective employer that you make the effort to do things right the first time by minimizing confusion.

Treat the situation as if you are a professional with responsibility for the task laid before you. Take ownership of your work.

Brush up on your skills before an interview if you think they might be tested.