

THE JOBSEEKER DIGEST

WEEKLY NEWSLETTER FOR PROFESSIONALS IN TRANSITION

March 1, 2010 – VOL. 8 – NO. 8

OVERCOMING FEAR IN A JOB INTERVIEW

Many people become nervous or even fearful before and during a job interview. This is because of pressure to do well and to impress the person interviewing you. This leads to the first stress reliever for the interview:

1. Apply for jobs that suit you. This may seem obvious, but many individuals are stuck in jobs that don't suit their personality types. When job hunting, focus on a career that suits you, whether you are remaining in your field or making a career transition. It is an effective interview strategy for introverts; it will also make your future job much easier!

A position that fits you greatly increases being able to speak well and confidently in an interview. Your chances of being hired increase. Being fearful and uncertain in your interview can easily result in not getting the job. Why? You will make the interviewer uncomfortable, if only on a subliminal level. Thus, your first task is to make the interviewer comfortable. If the interviewer is comfortable, it is more likely that you will be as well.

2. Practice interview You need to practice what you plan to say during an interview. The interview usually begins by responding to questions by the interviewer. Have a friend act as the person holding the interview with you. Your friend can then ask typical questions that you will answer, as if in a real interview. Anticipate negative behavior questions such as "Tell me about a time you failed." By practicing, this will get you more comfortable in your abilities.

It is good to have some samples of work you have done, to bring to the interview as a backup. You may not need to show the material, but if there is a question that you can't answer, you might refer to the material. You should also have your resume handy to refer to, if necessary. Knowing you have this material handy will act as a safety net in case you are worried about forgetting something. If you are in a profession where most of the work you have done is confidential, recreate as best you can what you did at a position that is relevant to the job.

3. Avoiding the impression of being nervous during the interview starts with preparation. Research the company and job. Use reference sources, network and mention your interest in the company to those you meet casually, if the right opportunity presents itself. You never know where that critical nugget of information may appear. Then update the listing of experience and education you used to compose your cover letter and resume modification. This will increase your confidence by reaffirming what you offer related to this position.

The employer interviews you to assess the knowledge and skill you possess. Even more critical is see how well you will fit into the work environment. The interview will create an impression for the employer to make their judgments. A fearful person will generally make a negative impression; a confident person usually makes a positive impression.

This is tied to what Forty Plus explains to every new member. The best employee doesn't necessarily get the job. The best prepared will be selected far more often. This may be a mistake. Someone who is nervous in an interview may be a terrific worker, while the confident one interviewee may have unseen faults. But preparation combined with a good job fit will trump the unprepared interviewee.

4. A major cause of fear in an interview is being caught off-guard and not being able to verbalize a good answer. Trying to make a good impression creates pressure that can lead to anxiety and then fear. Getting comfortable with who you are prior to the interview. Regardless of your personality traits, there

40 Plus Monday Guest Speaker

When: **2010-03-08**

Who: **Mark Warren**

Topic: **Job Hunting with Effective Networking**

Organization: **Owner, Job search coach at L E W Solutions LLC**

Web: **<http://www.lewsolutions.biz/>**

Recurring Networking Events

Scioto Ridge Job Networking www.sciotoridgejng.com

Membership: \$10/month \$100/Year & \$5.00 donation each meeting

Scioto Ridge UMC 4343 Dublin Rd, Hilliard, OH 43026
2nd and 4th Wednesdays, 6:30-8:30 p.m.

Linworth UMC 7070 Bent Tree Blvd, Columbus, OH 43235
1st and 3rd Tuesdays, 6:30-8:30 p.m.

New Life Church 3690 Stygler Rd, Gahanna, OH 43230
1st and 3rd Thursdays, 6:30-8:30 p.m.

Sawmill Baptist 10635 Sawmill Rd, Powell, OH 43065
2nd and 4th Tuesdays, 6:30-8:30 p.m.

Grove City Nazarene 4770 Hoover Rd, Grove City, OH 43123
2nd and 4th Mondays, 6:30-8:30 p.m.

ExecuNet, The Shops on Lane Ave., Rm. B, Upper Arlington, OH
\$20 Single Pre-register; \$30 "2 for 1" Pre-register; \$35 at the door
4th Thursdays, 7:30 p.m. www.cpcocaching.com/execunet.htm

St. Brigid of Kildare Church 7179 Avery Road, Dublin, OH
<http://www.stbrigidofkildare.org/stjosephleague.htm>

Fifth by Northwest Area Commission 1100 King Ave (40Plus)
1st Tuesdays, 7:30 p.m. <http://www.fifthbynorthwest.org/>

Check Websites for Events

Breakfast with Business First www.columbus.bizjournals.com

OSU & Fisher College of Business – Breakfast Club
<http://www.fisher.osu.edu/programs/executive-education/current-programs/breakfast-club/>

No Quest Lessens Our Humanity

The moment of victory is much too short to live for that and nothing else.

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Established in 1982.

40 PLUS TRAINING & MEETINGS SCHEDULE FOR WEEK OF FEBRUARY 15, 2010

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>22</p> <p>9:00 am Membership Meeting</p> <p>10:30 am New Member Orientation</p> <p>1:00 – 3:00 pm Job Search Workshop</p>	<p>23</p> <p>9:30-11:00 am Organizing Your Job Search</p> <p>1:00-4:00 pm Introduction to Accomplishment Statements</p>	<p>24</p> <p>9:30-12:00 Developing Effective Negotiation Skills</p> <p>1:00 – 3:00 pm Job Search Workshop</p> <p>2:00-3:00 Yoga Class</p>	<p>25</p> <p>9:30-11:30 am Written Communication Skills</p> <p>1:00-3:00 pm Developing Effective Networking Skills</p>	<p>26</p> <p>9:30-11:30 am Job Circle</p>

OVERCOMING FEAR IN A JOB INTERVIEW

are many positions which will be a fit for you. If you ever find yourself in an interview where it is clear that the position is not a good fit, finish the interview, process the experience and move on. No one is wrong; there simply is not a fit.

Many people, whether extroverted or introverted think they don't fit in. This can be accentuated in an interview, if your style is different from the interviewer. People process the environment differently. The more you know about you, the more comfortable you will be---and the interviewer will be more comfortable as well.

5. Once the interview process starts, use your preparation to help you relax. Listen thoughtfully and get them to like you and be comfortable. To facilitate relaxation in the interview, before it starts, take a deep breath to center yourself and get relaxed. Take your time. Walk at your normal pace. If you act anxious and ready to start the process, you will get anxious and nervous. And the interviewer will start the interview when he or she is able to, so if you are left sitting, think about something in your past that was pleasant. You don't need to think about the interview because you are prepared.

6. Listen: You need to be very aware of the people interviewing you and their style. Act as if he or she is the most important person (they are). Some people talk too much, trying to make an impression. Often the interviewer wants to talk and control the dialog. Listen carefully to what the person says and not be overly anxious to impress. Listening will allow you to answer the questions more effectively; it will also help you identify the questions that are most applicable to the position.

7. Get them to like you: this bears repeating. It is important to get people involved in the interview be comfortable with you and to like you. They want a person they would like to have on their team. Arrogance or other negative traits, personal opinions and revelation of weaknesses will harm your candidacy. Negative questions such as: "Tell me your weaknesses." should be addressed during preparation. You need to prepare to answer that question with a positive remark.

If you get the interviewer(s) to be comfortable with and like you, what hopefully follows is trust. If you gain trust and are judged to be a good fit on the team, your chances of landing the job are greatly increased.

TWO NETWORKING CONVERSATION STARTERS (PART 2)

Hey, job seekers: Raise your hand if you love networking.

I thought so.

And why don't you get a thrill out of talking to friends and family about your job search?

For many folks, it's a problem of how to start. There's really no way to ask, "Know anyone who's hiring?" without feeling awkward.

To fix that, is the second way recommended to employ in your job search. This has proven to produce job leads — and won't make you feel self-conscious

2) Use an Object as a Conversation Starter

Chris Russell, founder of JobRadio.fm, warns that a false sense of pride can hurt your job search, recalling a friend who struggled mightily to get hired. "He would never tell people that he was out of work, even his former co-workers. I guess he was embarrassed."

Russell points out that, when it comes to your job search, you should look for any excuse to start a conversation.

One such excuse may be the "Laid Off, Need a Job" wristband.

Described as an "attention getting conversation starter" by its makers, the wristband retails for \$3 and comes in bright yellow, with the message, "I Need A Job."

The idea is, you put wear the wristband each day, people see it, ask about your job search, and -- shazam! Instant networking conversation. More information is at www.LaidOffNeedAJob.com.

Two other tactics I've seen are renting a billboard (pricey) and wearing a T-shirt with your resume on it (no verifiable successes).

Now. How else could you get attention and start networking conversations?

Here's an idea: Stick a magnetic sign on the side of your car.

For less than \$95, Kinko's can create one for you. Your sign's message could be on two lines, like this:

Need Accounting Help? HireShellyNow.com

Nobody wants to hire, but almost every business needs help, so don't use "Hire me!" or "U-M Grad Will Work Cheap" as your headline.

The format I would follow is: "Need YOUR SKILL Help? CONTACT INFO."