



ADDventures

September 2016

That old September feeling, left over from school days, of summer passing, vacation nearly done, obligations gathering, books and football in the air ... Another fall, another turned page: there was something of jubilee in that annual autumnal beginning, as if last year's mistakes had been wiped clean by summer.

~Wallace Stegner, Angle of Repose

September ADD STAFFers of the month:
Congratulations for jobs well done!!

Sherry M * Emily S * Rachel S * Jeanne F * Linda M * Denise R * Abygail A * Shunte W * Nicole O * Kim P

The Interview: 10 Necessary Points To Remember

Going to a job interview is never stress-free. Remembering a few vital points will make you better prepared and more confident.

1. **Research Your Role in Detail.** As soon as you are invited to the interview, take a very close look at the job opening again. It is worth making sure you are well aware of the job requirements and other details. Some qualifications may scare you, but once you learn the basic information it will change a lot.
2. **Do Not Be Late.** It is actually possible to ruin your first impression before you start talking at all. By being late for the interview you are unlikely to impress anyone. There are countless reasons to arrive early.
3. **Look Prepared.** Taking a few optional items with you will make you look serious about this job. Take a copy of your resume, work references, notes and a list of questions. Even if these items are not required having a printed version will help you a lot.
4. **Ask Questions.** An interviewer will see you are not shy when something is unclear. Some points will always be unclear when someone new fills a position. Don't be afraid to ask questions about certain skills or requirements that you have the smallest doubts about.
5. **Be Active.** Shake hands with your interviewer and look them in the eye when talking. Give full answers instead of simply yes or no provide examples where you see they might be relevant. Support your answers with observations, personal experience and facts. But remember that being active never means interrupting.
6. **Read Between the Lines.** Behavioral analysis is getting more and more popular at job interviews. It means you will be expected to not just answer questions related to the role, but also find hidden sense in things you may have said. Stay calm and answer in a friendly manner without a surprising look on your face.
7. **Be Yourself.** Speak in a simple language that shows your understanding of the topic. Do not invent things to sound perfect.
8. **Presentable Clothes.** Try not to look too casual. If you are not sure how to dress choose official style. It is better to be overdressed than underdressed.
9. **Show your Potential.** If you are tired and stressed, always show your willingness to study and not stop on what you already know. If you have some bright self-study examples, give them as proof that you are capable of learning new things.
10. **Take it Easy.** You can count on this interview and be scared when you think of the chance you will not be accepted. You shouldn't be. Every interview is a good chance to practice, even if they hire a different candidate.

~ Richard Nolan

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