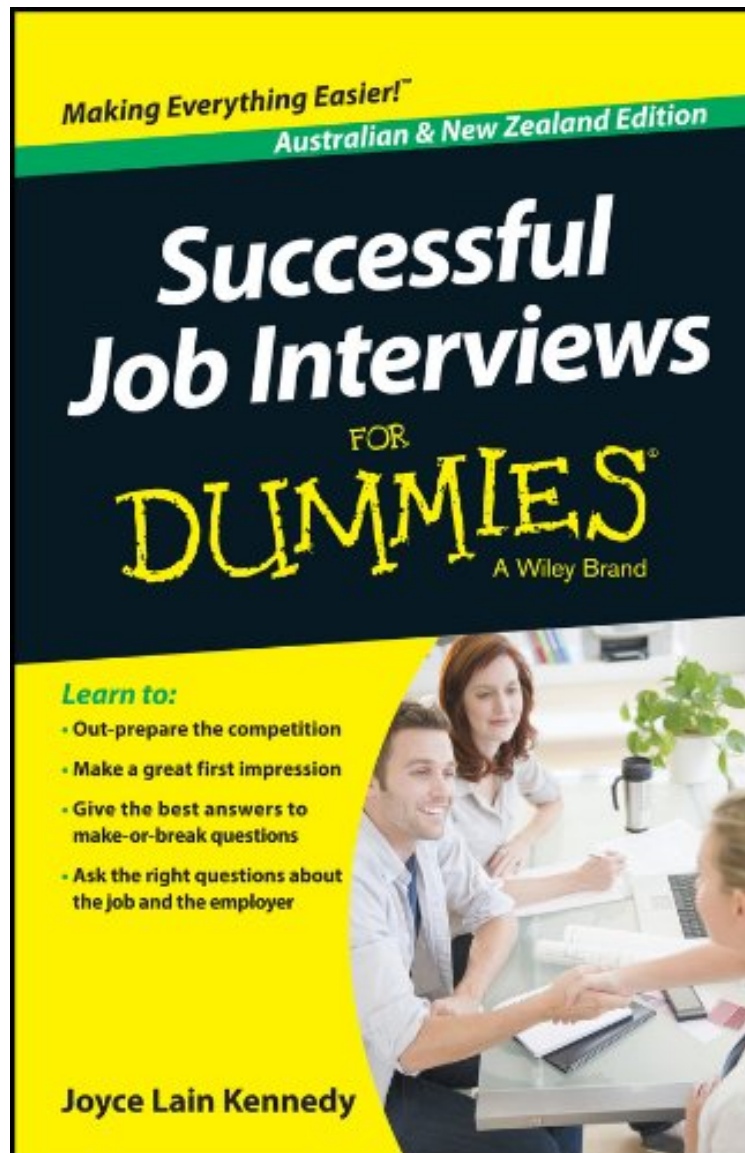


Successful Job Interviews For Dummies - Australia / NZ

Kate Southam, Joyce Lain Kennedy

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Kate Southam, Joyce Lain Kennedy : Successful Job Interviews For Dummies - Australia / NZ before purchasing it in order to gauge whether or not it would be worth my time, and all praised Successful Job Interviews For Dummies - Australia / NZ:

A friendly guide to the skills and tools you need to ace your next interview - specifically for Australian and New Zealand job seekers! Just landing a job interview in Australia's current economy is a challenge, so you'd better be

ready when you do. It's more important than ever that you perform at your best when you get the opportunity for a face-to-face interview. *Successful Job Interviews For Dummies, Australian New Zealand Edition* includes handy tips and practical advice for acing any interview, whether you're a new graduate looking for your first job or an experienced professional looking for a career change. You'll find unbeatable advice on every aspect of interviewing, from getting prepared to answer tough questions to negotiating a better salary offer. Presents useful, practical guidance on acing interviews, with a particular focus on the Australian and New Zealand job market. Covers such topics as overcoming fear of interviews, asking the right questions, tailoring your qualifications for specific positions, interviewing across cultures, and much more. Includes ten ways to win rave reviews and ten interview challenges to master. It's tough out there today. When you do get your foot in the door, make sure they can't slam it closed on you. *Successful Job Interviews For Dummies* gives you the guidance you need to succeed.

From the Back Cover
Learn to: Out-prepare the competition
Make a great first impression
Give the best answers to make-or-break questions
Ask the right questions about the job and the employer
Make the right first impression with this handy guide
In a competitive job market you need to take every step you can to get ahead. *Successful Job Interviews For Dummies, Australian New Zealand Edition*, shows you how to answer the most important questions, ask great questions yourself, evaluate job offers, and much more. Approach your next interview ready to get the job!
Be prepared — do your research and get noticed by being more informed than other candidates
Ask questions — find out the types of questions that impress interviewers and managers
Master composure under pressure — learn to respond smoothly and confidently
Let your personality shine — explore personality tests and understand how to talk about yourself and your experiences
Evaluate and negotiate — figure out how to gauge job offers and discuss a better salary
Open the book and find: Help with video and phone interviews
Tips for school leavers, graduates and prime-timers
Sample interview questions to help you prepare
Advice about dressing for success
What to do after the interview
How to master common interview challenges
About the Author
Joyce Lain Kennedy is a well-known, syndicated careers columnist in the US. She has been advising readers for four decades and is the author of seven career titles.