



Reduce Your Interview Anxiety

It is normal to be nervous about an upcoming interview! Fear of the unknown, rejection or failing is behind most job seekers' interview anxieties. If you can manage the interview process, then you can control your fears. Asking for what you want is part of managing the interview process. The following 7 steps can help you prepare for your interview:

1. Manage your expectations

- You must have a firm grasp on reality- don't make wishful statements and don't make negative statements about not getting the job- seek a middle ground between the two.

2. Know your goals and what you can contribute

- Keep a file of your successes and activities so that when you are asked about accomplishments, you can refer back to your files from previous jobs.
- Aspects to include in the file would be:
 - i. What was the task
 - ii. The purpose of the task
 - iii. The result
 - iv. What was your role in reaching the result
 - v. What lessons were learned
 - vi. How did the project affect the company (ie. money saved, increase share of market, time saved, productivity changes, effect on the organization/ division)
- Know what value you added to past employers.

3. Do research

- Research the company before the interview so that you are familiar with the company's industry, competition and the company itself.
- Try to learn the industry's terminology so that you can communicate with the interviewer about specific aspects of the company.

4. Know your worth

- Determine the average salary and bonus level for the position so that you can effectively negotiate.

5. "Own" your resume

- Always write your own resume!
- You can seek help, but make sure you put the information in your own words so that you can better communicate your accomplishments during the interview.

6. Practice communicating and thinking on your feet

- Ask a friend or colleague to bombard you with unexpected interview questions. Try to answer the questions without hesitation.
- Typical questions would be:
 - i. Tell me about yourself
 - ii. What kind of salary are you looking for
 - iii. Why are you interested in this position
 - iv. Why are you in the market
 - v. Have you ever had any failures
 - vi. What prevents you from being more productive

7. Remember the basics

- Get a good nights sleep the night before the interview
- Exercise to reduce built-up stress
- Eat properly and avoid caffeine if you're sensitive to it
- Select clothes that you feel confident and comfortable wearing
- Arrive 15 minutes before interview so you can check your appearance in the rest room, relax, and review your surroundings
- Practice smiling and showing enthusiasm during interview

Remember that you are not alone in feeling anxious before an interview!! However, simply wishing the anxiety to go away will not do anything. In order to calm yourself, you must follow these steps.