



# Be a Stand-Out on Your Next Interview.

By Pat Hall-Jaynes

Have you been on the job market longer than you would like? Or perhaps you have a great resume that is getting you lots of interviews but you just never get the job. Do you feel totally prepared for your interview?

In order to be confident that you are as prepared as possible for your interview, you should spend some time thinking about your responsibilities in past jobs. Be prepared to talk to a potential employer about what you did, how you did it and your achievements on the job. Prior to the interview you must discover and define your skills and your strengths. Learn how to package your experiences to turn a job interview into a job offer. In order to prepare to discuss your skills and achievements, think about

and write down your most important duties. Then figure out what skills or training are necessary to perform those duties. Next, list the achievements of which you are most proud of in those areas. Once you have completed this for all of your previous jobs, you will be surprised and impressed with your accomplishments.

Take the time to recall

your past achievements on the job. Your potential employer is most interested in those things that make you stand out from the crowd. Make a list of those achievements so that you can readily talk about them during the interview. An employer also appreciates employees who are problem solvers. Think about job related problems that you have handled to a past employers liking over the last several years—Be prepared to describe your solution to the problem step by step. Finally think about, what value your solution had on

your employers in the past—did it save time, money, etc?

Every interviewer evaluates each candidate by the same three criteria: Whether or not the candidate is able to do the job; if he or she willing to put in the effort to make the job a success; and last but not least whether or not he or she manageable.

Prior to your next interview, make an investment in yourself by spending a few hours in preparing in advance. Doing so will definitely make you stand out from the crowd.

*Learn how to package your experiences to turn a job interview into a job offer*

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## Current Job Opportunities

**Administrative Assistant.** Responsibilities will include answering telephone, file maintenance, data entry scheduling appointments and maintaining calendar. Must have excellent customer service skills and must be able to work independently. Experience with Microsoft Office and Quickbooks is a plus.

**Account Manager.** Successful candidate will sell space and manage existing accounts for print media firm. Base salary plus commission and mileage reimbursement. Must have own transportation.

**Human Resource Generalist.** Responsible for providing HR support to internal clients with primary focus being training, orientation, workforce planning, time and attendance administration, employee and labor relations. Must have 2-5 years experience in human resources preferably in manufacturing environment.

**Staffing Specialist.** Must have 5 years experience analyzing and evaluating job applicants KSA's to determine their eligibility based on requirements outlined by Office of Personnel Management.



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