

**CAREER RESOURCE  
SEMINARS@MCL**

Library tools for jobseekers

Company research 101

Internet job search tips

Target job search

Online Job Applications

Networking 101

Sessions are free and welcome  
everyone. Registration:

(973) 285-6969 or  
[www.mclib.info/jobclass.html](http://www.mclib.info/jobclass.html)



**J o b  
i n t e r v i e w ?**

M O R R I S  
C O U N T Y  
L I B R A R Y

Libraries are your  
tax dollars at work

**Morris County Library**

30 East Hanover Ave.

Whippany, NJ 07981

**March 2011**

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Many of us worry about job interviews because we're not sure what to expect or how to act. These books are excellent for understanding the process and taking charge of the situation

## Great books!

Acing the Interview/Beshara

Competency Based Interviews/  
Kessler

I Can't Believe They Asked Me  
That!/Krannich

First 60 Seconds/Burns

Instant Interviews/Allen

Interview Magic/Whitcomb

Next Day Job Interview/Farr

Nail it! 10 Secrets for Winning the  
Job Interview/Williams

Nail Your Law Job interview/Prescott

No-Nonsense Job Interviews/Boldt

Sell Yourself in Any Interview/Adler

Sweaty Palms: The Neglected Art of  
Being Interviewed/Medley

3 Days to a Pharmaceutical Sales Job  
Interview/Lane

You Should Hire Me!/Krannich

## Interview q & a practice

Best Answers to 202 Job Interview Questions/Porot

More Best Answers to the 201 Most Frequently Asked Interview Questions/  
DeLuca

Nail the Job Interview: 101 Dynamite Answers to Interview Questions/  
Krannich

101 Great Answers to the Toughest Interview Questions/Fry

101 Smart Questions to Ask on Your Interview/Fry

301 Smart Answers to Tough Interview Questions/Oliver

## Information interviewing

This is not a job interview, but a "fact-finding" exchange that will help you decide how best to target your job search. It's also a great way to explore a new field or industry.

Information Interviewing: How to Tap Your Hidden Job Market/Stoodley

## Mock interview practice

These groups offer regular sessions in Morris County/Northern NJ area. They are free and welcome everyone.

- **Professional Services Group...**"Survive the PSG mock interview and your confidence level will zoom." (973) 361-1034
- **Job Seekers of Montclair...**"Managing your Interviews" & "Interview Workshop" (973) 783-3442

## Tips for successful interviews

1. Positive mental attitude...if you have confidence in yourself, your interviewer will feel it too. Smile!
2. Body language counts...firm handshake, eye contact, straight posture and uncrossed arms convey the fact you are open, engaged & interested.
3. Arrive early...give yourself some time to gather your thoughts and relax a bit.
4. Let your interviewer do the talking...don't interrupt, correct, criticize. LISTEN and take notes. You can ask questions later.
5. Stand out in the crowd: ask questions that show you've done some research on the company or industry
6. Send your interviewer a thank you letter (old-fashioned snail mail). This tells your next boss you understand business etiquette and social protocol.

