



# Career Newsletter Summer 2008



## Sharpening Your Interviewing Skills

Your job application process is proceeding. You have submitted your resume and have been granted an interview. That means that your qualifications are at least minimally acceptable. Now is the time to hone your interviewing skills!

According to the American Counseling Association ("Improve your interviewing skills" *Counseling Today Journal*, April 2008) you should be prepared to answer the following five queries:

- 1) **Tell me about yourself.** Have a brief statement prepared about your educational and career background and about your career goals.
- 2) **What is your greatest weakness?** Think of one or two weaknesses that are relevant to the workplace. Prepare to discuss how you have made a weakness work for you.
- 3) **What is your greatest strength?** Again, focus on a workplace strength and discuss how you have utilized this strength in previous employment or education.
- 4) **Tell me about a time when....** You don't know exactly what will be asked, but you should try to reply with specifics: what action you took in a situation and what results were experienced.
- 5) **What would it take to get you here?** Remember – he who speaks first about money usually loses. Try to return the conversation to the interviewer and ask more about what they expect in the position.

Interestingly, research shows that the person who speaks the most tends to have a more positive view of the meeting. So, prepare to let the interviewer speak by asking poignant questions and creating as much dialogue as possible.

## Fastest Growing Occupations

According to the Bureau of Labor and Statistics these are some of the careers that will experience the greatest growth in demand between 2006 – 2016:

**Medical Field:** Physicians, Nurses, Dentists, Physician Assistants, Therapists, Medical Assistants, Personal Care Aides, Orderlies, Pharmacists, Optometrists, Dental Hygienists

**Computers:** Information Scientists, Software Engineers, Systems Analysts, Support Specialists, Computer Research Scientists, Information Systems Managers

**Education:** Postsecondary Teachers, Counselors, Administrators, Elementary and Preschool Teachers, School Psychologists

**Social Services:** Clergy, Social Workers, Rehabilitation Counselors, Vocational Counselors, Marriage and Family Counselors, Mental Health Counselors, Service Assistants

## Website Resources

The following websites offer career building assistance:

- [www.careerbuilder.com](http://www.careerbuilder.com)
- [www.monster.com](http://www.monster.com)
- <http://online.wsj.com/careers/main>
- <http://www.bls.gov>
- <http://online.onetcenter.org>



If you desire a more personal approach to your career search and would appreciate one-to-one career counseling please contact Kathryn March at [ktm@kathrynmarch.com](mailto:ktm@kathrynmarch.com).

