

CareerGrowth Group



April 16, 2007

Dear Successful Career Professionals

Our 4th CareerTalk program at St. Jean's on East 76th Street and Lexington Avenue had a nice turnout. The subject of the lecture was Improving Your Presentation Skills for Interviewing. Therefore, this newsletter will summarize some of my remarks so that you get a chance to learn about this important information.

Within the first three minutes of the initial interview, the interviewer develops a prejudiced judgment towards the candidate. Knowing this fact makes us aware that one needs to go through mock interview practice with one or two other people in advance. You should use a firm handshake, show a nice smile while you introduce yourself, and make eye contact with your interviewer. If you utilize these behaviors, you will get yourself off to a good start on an interview.

6%-9% of all new positions available are filled by executive recruiters. If you decide to interview with an executive recruiter, ask two questions before agreeing to meet with the recruitment professional. First question; "Do you have an available position for a person with my background and experience?" Second question; "If so, please provide me with an up-to-date job description." Now, you know that you are being considered for a legitimate position.

In preparation for a job interview, inside your current organization or at a new organization, you need to do extensive research on the company, investigate the job responsibilities and requirements, and find background information about the person who is going to interview you. Successful career professionals are always prepared in advance. So be sure to have answers prepared for the following: (The Five Questions) 1. Why am I interested in this position? 2. Why might this person/company be interested in hiring me? 3. What evidence can I provide to prove that I am the best person for this position? 4. Why might this person/company not be interested in hiring me? 5. Why should this person/company be interested in hiring me anyway?

Do not go on an interview without doing as much preparation as possible. Get help with your preparation, and don't "wing it." If I can be your partner in helping you prepare a great interviewing strategy, please contact me at the information listed below.

Don't forget the free talk tomorrow evening entitled "Moving from Employee to Entrepreneur" at the Fifth Avenue Presbyterian Church (7 West 55th Street 8th Fl New York, NY). The talk starts at 6:30 PM and will run until about 8:00 PM. Hope to see you tomorrow!

Best Regards,

Beverly R. Daniel

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About Beverly R. Daniel: Beverly Daniel is a career counselor / coach, who helps career professionals move successfully from one level of their careers to another. This can include assessments and evaluations about career choices, strategic planning for career moves, navigating in corporate structures, or moving from corporate to self-employment, or entrepreneurship. She works with lawyers, banking executives, marketing professionals, among others in all functions and industries. Beverly has been in the executive search and career-counseling field for 29 years. She holds a BS and MS in Psychological Counseling from Boston University. She holds an MBA in Management from New York University. Beverly studied for a Ph.D. in Clinical Psychology at Case Western Reserve University.