

Are You Ready For An Unexpected Job Interview?

Don't panic. This employer has given you a call after seeing your resume and thinking that you can fill the position. But last minute interview calls can still be unnerving, especially if you're not expecting it. Stay calm and follow these steps: -Get your interview clothes organized. -Refresh your technical skills. -Make copies of your resume and references -Find the directions to the interview site. A last minute interview call can arise from any of the following sources: -Internal job openings - If you are good at your current job and your boss also appreciates you, then don't be surprised if you get a sudden job interview from your current employer. Your boss might have recommended you, so be ready to present and showcase your skills. -Recruiting agency - You can expect a call from a recruiting agency if you are looking for a position with more responsibility in another company. So try to say appropriate things to win the job or you might just miss the chance. -Through a colleague - Your colleagues may find you quite enterprising and suitable for a job that they applied for but were rejected. So don't be surprised if you get a call from that company. Always try to prepare yourself by seeking help from your colleague. If you want to grow in your career, then you should always be prepared to handle different situations. Interview skills include the confidence to handle unexpected job interviews. You can try and polish your skills by answering some questions: -State your value in 30 seconds - Value proposals are meant to captivate the listener. So try to practice your take on your skills, proficiency and industry knowledge in 30 seconds. If you are able to offer a summary within this time, then you can probably expect to land the job. A short and precise value proposition can win you a new position. -List your top five achievements - List your top achievements to enable the prospective employer to think about your potential contributions to the organization. Achievements give the employer a clear picture as to what you can do for the company and also provide reason to keep your information on file. -Prepare yourself for the interview - Prepare yourself for the most obvious questions like "If you are doing well in your present job then why do you want to change?" Don't ever sweat or squirm, as a good employer will be quick to see that you are losing confidence. Think about frequently asked questions and prepare yourself well. -Understand the interviewer's motivation- Try and judge your interviewer's purpose for asking specific questions and answer appropriately. You need to judge what the interviewer is looking for in a suitable candidate. Conduct thorough research and understand the company's needs, before you target your answers. Even though you may have a short amount of time to prepare for an unexpected job interview, it can be done. Follow the tips above and your next interview will be a breeze!

About the Author

Tony Jacowski is a quality analyst for The MBA Journal. Aveta Solution's Six Sigma Online (<http://www.sixsigmaonline.org>) offers online six sigma training and certification classes for six sigma professionals such as, lean six sigma, black belts, green belts, and yellow belts.

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