



Let's Review!

Fill in the blanks with the correct words from the text.

demonstrate

communication

qualifications

Job interviews are a crucial part of the hiring process. Along with getting to know you as a person, hiring managers use interviews to learn more about your, background, and skills and whether you'd be a good fit for your company.

Having certain interviewing skills like a positive attitude, honesty,, and active listening can influence the hiring decision in your favor.

Ways you can be more successful during an interview:

-your skills. You want to prove that you are capable of excelling in this role. Emphasize your skills and why you think they are important for the job.

Write TRUE or FALSE

- Verbal communication during an interview includes the pitch and tone of your voice, speaking clearly and concisely, being honest and polite, and using active listening to respond appropriately.
- Nonverbal communication during an interview includes eye contact, posture, facial expressions, and gestures.
- Nonverbal communication is more important than verbal communication during an interview.

Multiple Choice

What should you do to improve your interviewing skills?

- Memorize the entire job description.
- Use the company's vocabulary during the interview.
- Never research the company.
- Avoid reviewing your resume.

How can researching the company benefit you in an interview?

- It doesn't have any impact on the interview.
- It helps you tailor your answers to fit the company culture.
- Researching the company makes you seem unprepared.
- It's only necessary for the interviewer to research the candidate.

What should you do if you need time to think during an interview?

- Panic and give an answer immediately.
- Politely ask the interviewer to repeat the question.
- Take a moment to think about your answer.
- Say you don't know the answer.