

JOB INTERVIEW TIPS FOR PEOPLE WITH NOT-SO-HOT BACKGROUNDS

HOW TO PUT RED FLAGS BEHIND YOU TO WIN THE JOB

BY RON AND CARYL KRANNICH, PH.DS

You must do well in the job interview to get a job offer. But what should you say and do if you have red flags in your background – you're a job hopper, lack focus, been incarcerated, experienced drug and alcohol problems, got fired, dropped out of school, received poor grades, lack experience, or appear over-qualified? Can you convince the prospective employer that you should be hired despite your red flags? Since employers want to make smart hiring decisions, they look for reasons not to hire you. Above all, they want to know the truth about you.

So how do you plan to tell the truth about your background and when? Here's the book that finally sheds light on this critical issue for millions of individuals who have difficult but promising backgrounds. Examining the whole interview process, from preparation to close, it gives special attention to nine important red flags employers often interpret as job knock-outs:

- No experience
- Poor grades
- No diploma or degree
- Been fired
- Job hopper
- No focus on the jobs held
- Poor references
- Criminal record
- Over-qualified

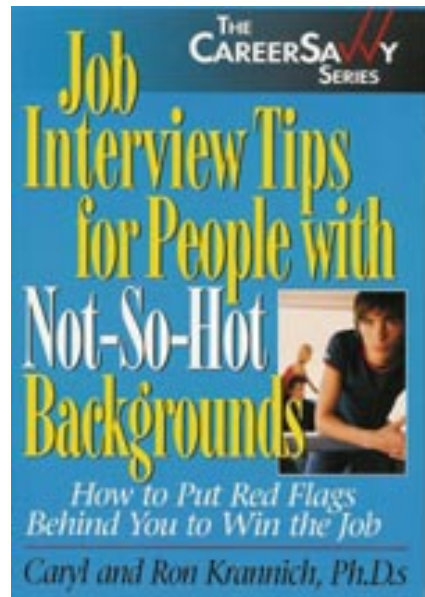
160 pages

\$14.95 single copy

Contact OPEN for quantity discount information.

[The Krannichs'] unique new work takes on a number of off-putting background factors: no experience, poor grades, no diploma or degree, been fired, drug abuse, job hopping, no focus on jobs held, and over qualification....Employers understand truthfulness, character and value in candidates. [This] book helps you understand the nitty gritty of how to show that you have those characteristics.

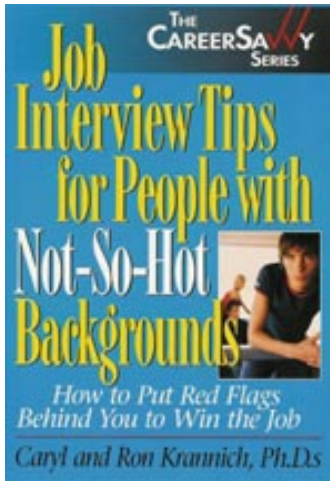
--Joyce Lain Kennedy
Syndicated Career Columnist
Tribune Media Services



For pricing and ordering information, please contact:

OPEN, INC. 1.972.271.1971
PO BOX 472223 1.800.966.1966
Garland, TX 75047-2223 1.972.278.5884 (fax)

www.openinc.org
info@openinc.org



JOB INTERVIEW TIPS FOR PEOPLE WITH NOT-SO-HOT BACKGROUNDS

HOW TO PUT RED FLAGS BEHIND YOU TO WIN THE JOB TABLE OF CONTENTS

1. What Employers Want in Today's Job Market

Fictitious Backgrounds, Cautious Employers • The Truth About You • Positive Workplace Characteristics • Predicting Your Best Behavior • Employee Who Shows Up for Work • Employee Who Gets Along with Co-Workers • Employee Who Follows the Rules • Employee Who Listens to Instructions • Employee Who is Trustworthy • Employee Who Will Stay With the Company • Employers Want the Truth About You • Think Like the Employer

2. People with Not-So-Hot Backgrounds

Red Flag Days • Risky Business • No Experience • Poor Grades • No Diploma or Degree • Been Fired • Job Hopper • No Focus to Jobs Held • Poor References • Criminal Record • Over-Qualified • Test Your Knock-Out Potential • Identify and Deal With Your Red Flags

3. Clues Employers Look for to Determine Successful "Fit"

Looking for Hiring Clues • Verbal Exchange • Nonverbal Clues • Comparing Nonverbal and Verbal Messages • Appearance and Dress • Tone of Voice and Eye Contact • Gestures • Facial Expression • Body Language • What's Your Message? • Ask Yourself

4. Turn Red Flags into Green Lights

Identify Your Personal Red Flags • Questions That Follow Red Flags • Prepare to Lower Your Red Flags • Get Rid of the Redflag(s) • Plan the Gist of Your Explanations

5. Prepare to Meet the Employer's Needs: The Verbal Exchange

Research the Company and Job • Match Your Goals/Strengths to the Employer's Needs • Prepare to Complete an Application or Test • Prepare for Questions • Questions About Your Personal Life • Questions About Your Education • Questions About Your Experience • Questions About Your Accomplishments and Work Style • Questions About Your Goals and Motivation • Questions About Your Future Goals/Plans • Practice For the Interview • Ask Yourself

6. Nonverbal Behaviors That Meet Needs and Exceed Expectations

Manage Your Physical Appearance and Dress — Men • Manage Your Physical Appearance and Dress — Women • Make Your Body Language Say Positive Things About You • Eye Contact and Facial Expression • Vocal Expression • Your Total Nonverbal Message • Ask Yourself

7. At the Interview: Wow the Interviewer

Good Preparation Wins • Last Minut Advice • Entering the Office and Waiting for the Interviewer • As the Interview Begins • During the Interview • Listen for the Underlying Messages and Questions • Dealing with Questions About a Difficult Background • Accentuate the Positive • Ask Yourself

8. Avoid 35 Common Interview Errors

It's a Stressful Time • Mistakes You Shouldn't Make

9. Challenging Questions and Sample Answers

101 Questions You May Be Asked • Unexpected and Wacky Answers • Behavior- and Situation-Based Questions • Red Flag Questions and Issues — Poor Grades, No Diploma, Were Fired, Job Hopper, No Focus to Jobs Held, Poor References, Ex-Offender, Abused Drugs or Alcohol, Over-Qualified • Questions You Should Ask • Ask Yourself

10. Close and Follow Up the Interview

Respond to a Job Offer • Close With No Job Offer • Send a Thank You Letter • Ask Yourself

11. When You Need Help Along the Way

Alternative Career Choices • Locating a Certified Career Professional • Dealing With Difficult Backgrounds • Useful Books and Websites • Ask Yourself

About the Authors:

For more than two decades Ron and Caryl Krannich, Ph.Ds, have pursued a passion -- assisting hundreds of thousands of individuals, from students, the unemployed, and ex-offenders to military personnel, international job seekers, and CEOs, in making critical job and career transitions. Focusing on key job search skills, career changes, and employment fields, their impressive body of work has helped shape career thinking and behavior both in the United States and abroad. Their sound advice has changed numerous lives, including their own!

Ron and Caryl are two of America's leading career and travel writers who have authored more than 70 books. A former Peace Corps Volunteer and Fulbright Scholar, Ron received his Ph.D. in Political Science from Northern Illinois University. Caryl received her Ph.D. in Speech Communication from Penn State University.

The Krannichs are both former university professors, high school teachers, management trainers, and consultants. As trainers and consultants, they have completed numerous projects on management, career development, local government, population planning, and rural development in the United States and abroad. Their career books focus on key job search skills, military and civilian career transitions, government and international careers, travel jobs, and nonprofit organizations and include such classics as *High Impact Resumes and Letters*, *Interview for Success*, and *Change Your Job, Change Your Life*.

Their books represent one of today's most comprehensive collections of career writing. With over 2 million copies in print, their publications are widely available in bookstores, libraries, and career centers. No strangers to the Internet world, they have written *America's Top Internet Job Sites*, *Travel Planning on the Internet*, and *The Directory of Websites for International Jobs* and published several Internet recruitment and job search books.



OPEN INC®

1.800.966.1966