

In today's business world, interview call backs are becoming increasingly popular. Rather than having to undergo just a single interview, a number of job applicants have to go through two or more interviews-sometimes involving a variety of managers within an organization. Therefore, it is important in your initial interview to provide the types of answers that will lead to a call back. But how do you know how to respond to sometimes tricky interview questions?

Projecting confidence

Perhaps the single most important thing you can do during a screening interview, whether it is by phone or in person, is to project confidence. This shows that you are ready to tackle the demands of the job. You should answer questions in a strong, authoritative voice, but don't be too loud-that could alienate the interviewer. When you answer the interviewer's questions, you should also sit up straight and slightly forward in your chair-a body posture that exudes confidence. To a certain extent, the way you answer interview questions may be even more important than what you actually say.

Adopt an upbeat attitude

When answering questions, you should adopt an upbeat attitude. At times, this may involve answering questions that portray you in the best possible light. For instance, if a question is raised about why you were fired from a job, you should indicate how you've grown as a result of the experience. If you are asked what you would have changed about your former employer if you had the chance, try to focus on the employer's strengths. By remaining positive, you will project a positive image-which can only help you in the interview process.

Try not to dwell on your weaknesses

Each of us, no matter how gifted, talented, or dedicated we are, have weaknesses. The key is not to dwell on your flaws during your job interview. Even if you are asked point-blank what your biggest weakness is, try to end your answer on an upbeat note. For instance, you could say that you have been a perfectionist in the past, but you've been working on trying to pay attention to details without being overwhelmed by them. In this way, you show that you are not overly absorbed by your shortcomings.

Rehearse answers

While it is true that some interviewers are particularly creative, there are certain standard questions you can expect on your initial interview. For instance, chances are you will need to talk about your most recent position, your educational background, and your career goals. Therefore, it is a good idea to practice your answers to these questions in advance. You might use a tape recorder to record your voice, or a videocassette recorder to make a tape of yourself while answering questions. You can also engage in some

role-playing with a friend or a member of the family in order to become accustomed to talking about yourself. In this way, you increase your chances that you will perform well on your interview.