

Preparing for Your Interview

General Works

60 Seconds and You're Hired, by Robin Ryan. 2008.

201 Knockout Answers to Tough Interview Questions: The Ultimate Guide to Handling the New Competency-Based Interview Style, by Linda Matias. 2010.

301 Best Questions to Ask on Your Interview, by John Kador. 2010.

Best Answers to the 201 Most Frequently Asked Interview Questions, by Matthew J. DeLuca. 2010.

Best Answers to 202 Job Interview Questions: Expert Tips to Ace the Interview and Get the Job Offer, by Daniel Porot. 2008.

Get a Great Job When You Don't Have a Job, by Marky Stein. 2010.

Hired!: How to Use Sales Techniques to Sell Yourself on Interviews, by Elinor Stutz. 2011.

Interview Secrets, by Heather Salter. 2010.

Keywords to Nail Your Job Interview, by Wendy S. Enelow. 2004.

Knock 'Em Dead: With Great Answers to Tough Interview Questions, by Martin John Yate. 2010.

Job Interview Tips for People with Not-So-Hot Backgrounds: How to Put the Red Flags Behind You to Win the Job, by Caryl Krannich. 2004.

General Works (cont'd.)

Next Day Job Interview: Prepare Tonight and Get the Job tomorrow, by Michael Farr. 2009.

Perfect Phrases for the Perfect Interview, by Carole Martin. 2005.

Successful Interviews, by Ken Lawson. 2005.

Tell Me About Yourself: Storytelling to Get Jobs and Propel Your Career, by Katharine Hansen. 2009.

Top Notch Interviews: Tips, Tricks and Techniques from the First Call to Getting the Job You Want, by Brian Davis. 2010.

Vault Guide to Resumes, Cover Letters and Interviewing, by Howard Leifman. 2003.

Win the Interview, Win the Job, by Caryl Crannich. 2007.

Winning Job Interviews: Reduce Interview Anxiety, Out-Prepare the Other Candidates, Land the Job You Love, by Paul Powers. 2005.

You Majored in What? Mapping Your Path from Chaos to Career, by Katharine Brooks. 2009.

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Preparing for Your Interview (continued)

FINDING OUT MORE

In the catalogue, use the term *Employment Interviewing* to find more information on interview resources.

DIRECTORIES

Directories provide basic information, such as contact addresses, number of employees, and number of years in business. Some directories also include descriptions of the company's products or services, and advertisements. Ask staff whether the library has a directory for your area of interest.

Atlantic Provinces business Directory.

Annual.

Canadian Key Business Directory. Annual.

Scott's Atlantic. Annual.

MAGAZINE AND NEWSPAPER ARTICLES

The Library carries a range of general and industry-specific magazines and databases which may contain a profile or news of the company you are researching. Public companies (those traded on the Stock Exchange) are frequently written about— as their affairs are public; private companies generally less so. To find articles on companies, or by industry, use one of the databases listed below which can be found on our website:

www.halifaxpubliclibraries.ca

CPI.Q Canadian Periodicals

General Reference Center

Proquest (Canadian Newsstand, Canadian Business and Current Affairs)

NewsScan (Atlantic Canadian Newspapers)

VERTICAL FILES, located at the Spring Garden Road Reference Department, contain clippings and pamphlets from local magazines and news sources, and they are useful in finding information about local companies. If you are researching a local company, ask at the Reference Desk for help in finding out if there is a file for the company or industry you need.

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