



Job Interview Tips



What you **SHOULD DO**:

Here are some tips that should help you prepare for a job interview:

1. Preparation and confidence

Preparation and confidence are very important tips. Good preparation always creates confidence. You have to gather information which is useful during the interview.

2. Checklist

While going to interview you must consider the following things:



- a. You have to confirm the time, date and location of the interview and name of interviewer if appropriate.
- b. You have to plan to get there no earlier than half an hour before the interview time.
- c. You must be ready with your attire which is professional.
- d. Concentrate on the interview at the interview.
- e. If you are asked to bring your resume, pictures, references etc., get them ready before the day.
- f. On arrival inform the receptionist knows you are there.

3. Be on time!

Always keep in mind that you never get a second chance to make a first impression. So be on time at the particular location of interview. Also if you are there early, observe your surroundings so you are comfortable with the setting. If you are going to be late, then best option is call them.

4. Be Prepared!

Preparation means not only preparation of your resume, but also look at the company's website and learn something about the company before you attend your interview.

5. Practice questions, but don't overpractice!

Avoid sounding as though you assume the job is yours. Predict certain questions and think about your responses ahead of time. Know who you are, why you want the job and what your strengths and weaknesses are. Let your responses flow naturally.

6. You never get a second chance to make a first impression!

First keep in mind that you never get a second chance to make a first impression. So, be careful.

- a. Smile. A good smile always pleases people.
- b. Attire. You should be in professional, formal attire.
- c. Provide a firm handshake.
- d. Eye contact without glaring is showing your confidence.
- e. Smell good and be clean with non-excessive fragrances.

7. Do not talk too much!



Always remember that communication is two-way, so give them a chance. Also, don't interrupt the interviewer when they are talking. One common mistake candidates make when interviewing is talking too much. It is important to listen to the question asked and answer that question. Keep your answers to one to three minutes at the most. When you limit your time, you tend to stay more focused. It is very easy to stray off the subject and ramble about things irrelevant to the job if your answer is too long

8. Be enthusiastic and positive!

Always be enthusiastic. Do not mention bad points about previous employers. Focus on positive achievements and views.

9. Check in During Interviews

Your initial interview answers should be brief. But some of your best stories may take time to detail. If this happens, after two minutes ask for permission to go on. You may say something like, "Now I have described about my project, would you like to hear about my role in detail?"

10. Answer Briefly

The best interviews have a give and take atmosphere. To do this, you need to ask questions and try to draw out your interviewer rather than talking about yourself nonstop. When it comes to talking during an interview, sometimes less is more. A general rule is you should speak one-third of the time and definitely no more than half of the time. When it is your turn to speak, do not hesitate to talk about yourself.

11. Take a spare photo and resume with you!

It may happen that the interviewer wants your resume and photo. Your interviewer won't be expecting it so you will impress them. It also helps them remember you after the interview. So always keep a spare photo and resume with you while going to interview.

12. Look Them in the Eyes

Eye contact is showing your confidence. Eye contact is one of the most important aspects of nonverbal communication and can make a significant difference in how you present yourself. If you look away when speaking to someone, you are viewed as lacking confidence or interest. So always answer the question with eye contact to interviewer.

13. Look Better, Feel Better

If you want to spruce up your appearance for the interview but can not afford new clothes, consider altering an outfit you already have by pairing it with a different shirt, tie, blouse or accessory. Even on a tight budget, you can find some real bargains out there. Think about what you need before you go out shopping. Outlet stores and resale shops offer some great treasures. For better or worse, looks can make a difference.

14. Talk about specific achievements!

Interviewers like to know how you felt about a particular success. Some will ask for specific examples of things you have done that you are particularly proud of; how you solved problems; how you learned - and improved - from difficult situations.

15. Think of an Interview as a First Date



Instead of the Inquisition, think of a job interview as a first date: you are both trying to figure out if there is a match. This mindset offers many advantages. You come off as curious, not desperate, you do not assume that too-formal, phony-appearing job-seeker persona, you talk about what you want to talk about instead of just passively getting bombarded with the employer's probes and you are more likely to ask questions during the interview. Those questions will help you

assess if you really want the job. Treat the interview as a first date, and you will both be better informed when deciding whether you should hook up.

16. Get the Info

Informational sessions are a great way to get leads and information regarding a company. It is important that the person you contact understands you are seeking information, not a job. Be prepared when you ask for an appointment to say what you are looking for and why you want to talk to this person. At the informational meeting, have a prepared list of questions. At the end, ask if the person has any recommendations of others you could speak with.

17. Virtual Thanks

You can send follow-up letters through email if this is the way you and the potential employer have been communicating all along.

18. Attitude Adjustment

It is difficult to remain upbeat in a tough job market. Isolating you and waiting for the phone to ring is the worst way to handle negative thoughts. When you start feeling down, take steps to turn your thinking around. Go for a walk, or do something fun. It may be just what you need to feel relaxed and at ease. Getting together with friends and having a support system will help you to laugh and keep going.

19. If you Left, Explain It

Follow these guidelines when interviewers ask, "Why did you leave your company?" Carefully describe the reason for your departure, and do not go into details unless asked. Provide references to support your reasons for leaving and job performance. Stay with the facts of what happened, what you did, how you felt and what you learned. Then, describe how you will handle things differently in the future.

20. Your References

For your reference list, you want three to five people and their contact information. Do not forget to get permission to use your references' names, and while you are at it, ask how they prefer to be contacted. You should also send them a copy of your resume so they will be aware of what you are saying about yourself.

21. The World's Toughest Job Interview Question

Great questions to ask early in a job interview: "What are you most hoping to find in the person you hire?" and "What would be my first priorities on the job?" The earlier you can ask these questions, the sooner you can start tailoring your answers to the employer's priorities.

22. Know What You Offer

Prepare answers for open-ended questions, like, "Tell me about yourself," by making a list of your skills and traits that match the employer's requirements. The closer your skills and traits are to the job description, the better chance you have of landing the job. You should leave the interviewer with a clear picture of what you have to offer.

23. Prove What You Could Do

Always put a positive spin on your answers to difficult questions. If you lack a particular skill or do not know to do something, be sure to emphasize how quickly you learn. Give an example of a time when you were able to get up to speed in a similar situation. Companies are interested in people who can hit the ground running.

24. Sell Yourself

Interviewing is about selling yourself. The product you are selling is you. Give them reasons to buy. Tell them what you can do for them. Emphasize what you can bring to the company, department and position. Convince them that your product is better than the competition's .

25. Do not forget to listen

Listening is one of the most underused interview skills. Most candidates are so nervous about answering interview questions correctly that they forget to listen. Follow these tips:

- a. Listen through eye contact.
- b. Listen with nonverbal expressions.
- c. Listen until the speaker is finished.
- d. Do not interrupt.



26. Ask the power questions

- a. What are you most hoping to find in the person you hire?
- b. What would be my first priorities on the job?

27. It is OK to be nervous

Not only is it OK to be nervous about an interview, but it is essential for you to accept how you feel. Telling yourself you should feel differently than you do is unrealistic and just makes you feel bad about yourself. What's the worst that can happen at an interview? For many, it would be not getting an offer. Did you ever think that maybe the job wasn't right for you? Try to look at the process as a learning experience.

28. Put up with rejection?

If you are rejected from the company, you may feel hurt, angry or fed up. Instead of being stuck in feeling rejected, take back the power by staying proactive. If you really wanted to work for that particular company, sit down and write a letter. Remind them of all the positive points you could bring to the organization. Let them know you are still interested in working for the company if something should change or open up.

29. Face the feedback

If you ask for feedback from an interviewer, be prepared to hear things that could be upsetting. You should listen carefully, and take notes to refer to and react to. Do not argue or defend yourself. At last do not forget to thank the interviewer. Then, take the advice and think about changing some techniques to improve on your next interview.

30. Follow the interviewer

During the interview, your interviewer is giving you information that can guide you on how to behave during the meeting. Observe your interviewer's style. Listen very carefully, and let him/her know that you have been listening by asking good questions and making good comments. Answer questions by providing the information asked for.

31. Emotional preparation

Preparing emotionally for the interview is also important. The right mood helps you perform at your best. Try out following points for preparing emotionally:

- a. Get moving - that means go for a walk, run, exercise, meditate, do yoga, stretch, dance.
- b. Sing your favorite song while driving to the interview.
- c. Repeat an inspirational phrase aloud that's meaningful for you

32. Preparing to meet the employer

The interview is a chance for you and the employer to get to know one another. Gather information about your employer before you are interviewed like what are their current projects, what other interests do they have, etc. You should know the job description.. Keep in mind that the employer is interested in you as a person, your experiences and your opinions. Take the time to sit down and think about you, who you are and what you have achieved. Remember the one thing that your resume must be with you and make notes about your work record and what you have achieved.

33. Ask Questions

There is always the opportunity to ask them questions at the end of the interview. Remember the interview is a two-way process. You need to be sure you want to join them. Try to concentrate on issues which are both important to you and combine an apparent interest in the company. Write your questions down prior to the interview and take them with you.

34. Be honest!

Be honest with every question. No need to be lying about your background and/or skills. If you get caught then you will definitely be out. Job interviews are about matching needs. If there is not a good match, then there is no chance of job.

35. Thank-You Salutations

While writing an interview thank-you note, problem may arise like whether to use a formal or informal salutation? If the hiring manager is in a high position of authority, use a formal salutation. If the Hiring Director or Human Resources representative invites you to call them by their first name, you can address them accordingly. Otherwise, stick to Mr. or Ms. In your addressing of communication materials.

