



Interview Techniques



Techniques for a Successful Job Interview

The Importance of Three “P”s

Punctuality

- Arrive at the Interview venue on time
- Be attentive for your call to go for interview, while waiting

Preparation

- Gather knowledge about the Organisation you are going to attend the interview
- Prepare public speaking with your Mentor, Friend and at home in front of the Mirror
- Prepare a folder with your important papers
- Perfect your Public speaking skill
- Prepare your dialogue delivery, avoid speaking hurriedly. Speak with a pause between words. Make your voice audible.

Personality

- Groom yourself in a decent manner
- Make sure your clothes are decent enough for an office environment
- Take adequate care of your hair and appearance
- Speak in a decent manner

INTERVIEW



How to face an interview confidently

1. [Go prepared](#)
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3. [Know what not to do](#)

People feel stressed as they hear about INTERVIEW. Most of them focus only on the questions to be answered in the Interview. But the interview is the test of not only knowledge but behaviour and honesty too. It does not matter where you went to school, the number of degrees you may hold, the experience you have or whom you know. It is important do the interview successfully. It is vital to approach interviews in the correct manner and with the right attitude, as that is the key to success.

These tips will help you to stay calm and focused instead of being a nervous wreck. Follow these to remain cool and confident in your interview and so achieve professionalism and be successful.

Go prepared

Research about the Company

- J Do some homework, e.g. Find out about the company's vision, goal, strategy, products, finances, departments, competitive advantages, competitors, the work culture and the management from the website. If the company does not have a web presence look them up at the library, call the Chambers of Commerce, and find out everything you can about them. Make sure you know as much about it as you can, so that you can impress your interviewers and show them how much you care.
- J You can find ways to show that you know your stuff during the interview. You can say something like, "I've read all about your mission and I think being committed to educating the world for free is an amazing goal."

- J Show that you know what the position entails, too. If you know the qualities the interviewers are looking for, then it'll be easier to sell yourself and to show that you possess them.

Be thorough with your CV

- J You should be familiar with whatever is mentioned in the CV. Read it thoroughly so that you're not stumped by any question regarding your past employment and education.
- J Come up with answers to common resume questions.

Prepare to answer common questions.

- J Though each interview is different, there are some common interview questions and if you're prepared for them, half the battle is won. You'll be less tongue-tied and appear more confident if you're ready with the response. It's good to have some answers prepared so you don't look unprepared or caught off guard. Here are some questions you should be prepared to answer:
 - J "What are your biggest strengths?" Pick strength or strengths that illustrate your capabilities.
 - J Make a list of your main strengths and the things you are currently working on towards your professional growth, with examples of each.
 - J "Why do you want to work at this company?" Instead, point out several things you like about the company and be as detailed as possible; also make it clear why you think you would be able to contribute to their team.
 - J Also, be prepared to talk about your weaknesses and how you are trying to overcome them.

Prepare to ask at least two questions.

- J At the end of most interviews, your potential employers will ask you if you have any questions you want to ask them. You should prepare at least a handful of questions and pick the ones that are the most relevant to ask; this shows that you've done your research and are excited about the position.
 - J Asking what your daily work life on the job would look like,
 - J Asking about other ways you can get involved at the company in addition to the job description. For example, if you're applying for a teaching job at the high school, you can ask if you can be involved in extracurricular activities too.

Prepare to explain why you'd be a good fit for the company.

- J Another thing you need to get ready to say is why you'd be a great fit for the company. Check out what the employees at the company are like and what the company values the most when it comes to the position you're seeking; use

buzzwords to show why you possess those qualities and why you'd be a perfect fit for the job you're interviewing for. Here are some things you can say:

- J "I know that strong communication skills are essential for this position, and I would be a great fit for it because of my years of management, training, and hiring experience. I've communicated with employees, customers, and managers for years and have learned how to give positive feedback as well as how to respectfully discuss room for improvement."
- J "I'm excited about all of the teamwork that the position requires. I've successfully worked in teams and have collaborated with my team members, and I would be eager to bring that experience to this company."

Practice answering these questions in different ways.

- J Have a friend read out your list of questions, or do it alone in front of a mirror. Answer them without reading from your paper, although glancing down at first is fine. Do this several times, trying to word your answers in different ways each time. The more you practice, the more natural you'll sound when the interviewer asks a similar, but not identical, question.

Be prepared to talk about any career changes you may have had.

- J Be prepared to summarize your previous work experiences, and to explain how they contributed to skills and knowledge that applies to the job you're trying to get.

On the day of Interview

Good Timekeeping is Essential

- J Travelling to the interview can be stressful, especially if you've to commute a long distance. Try Arrive at least 10 minutes early. Showing up a little bit early to the interview shows that you're punctual and that you really care about your job. Remember, arriving late for whatever reasons is totally inexcusable. Plus, if you rush in there just before it's time to begin, you won't have time to decompress and get into a relaxed state of mind.

Dress professionally

- J The way you dress makes a statement about yourself. Avoid bright colours and loud jewellery. Regardless of the job that you are applying for, it is a good idea to wear a neat and clean suit, even in a casual business environment. you have to start off by dressing professionally to make a good impression in front of formally-dressed interviewers. Here are few tips.

- J Make sure to groom yourself well and to pay attention to your hygiene, too. If you don't put time and effort into your appearance, it will show.
- J Try on your outfit at least a few days before to make sure that it's flattering and that there are no problems with it.

Facing an interview

- J *Introduce yourself with confidence* - "Self-introduction?" Prepare your Introduction & Key points. The introductory speech is your two minute opportunity to enlighten the interviewer about yourself and what you have to offer. When you walk into the room, stand tall, make eye contact, put a smile on your face, and give your interviewers a firm, confident handshake when you introduce yourself. Walk with confidence and avoid fidgeting or looking around the room; remember that you only have one chance to make a first impression, and you want it to count.
- J Smile, be natural and speak with confidence.
- J Even if you don't feel confident, act as one emanating confidence. Your body language should be accurate and you should be making a positive impact during the interview.
- J Sit straight on the chair and look into the eyes of the interviewer. Remember, you've nothing to lose and go with that mind-set. This causes less palpable stress.
- J *Be articulate when you answer the questions* - Speak as clearly and confidently as you can and make eye contact when you share your thoughts and ideas. Try to avoid saying "like" or "um" too much and focus on getting your points across, even if that means pausing to think. The most important thing is that you deliver your words with confidence and sound like you really mean what you say.
- J Practising saying what you have to say aloud can help you gain the confidence to be articulate during your interview. That said, you should make sure your words sound natural, not rehearsed.
- J ***Identify Achievements*** - Employers want to know how hiring you will make their organisation better and contribute to their overall success. (Assuming you did your homework as suggested in point 1 you can offer examples of innovations, process improvements or revenue saving ideas that may be of interest).
- J ***Engage in a Dialogue*** - Remember, a conversation is a two-way exchange. Be curious and ask lots of questions to get a good understanding of how the company, department and management operate. Ask about the job responsibilities and company culture, e.g. Employee Recognition Programmes, opportunities for Personal and Professional development, current and future challenges of the position, etc.

- J ***Be Open and Honest*** - When responding to the employer's questions, tell the truth! If you made a mistake, say it in a positive way, accept responsibility for it, and explain how you have benefited from the experience & what you have learnt. Do not pretend to be something that you are not, it will not work!
- J ***Avoid sharing overly personal information***. - Though you may feel like your interviewers really like you and that they're getting buddy buddy with you, you should avoid mentioning anything overly personal about yourself. Don't talk about your significant other, your kids, or your personal problems at home; this shows that you're not focused on the job and that you're unprofessional. Of course, if you see that your interviewer has a big poster of your favourite sports team in his office, you can mention the connection in passing if it comes up, but don't get much more personal than that.
- J Make sure to thank your interviewers in person.
- J When the interview is over, show that you're grateful for the fact that your interviewers took the time to meet with you and to get a chance to talk to you about your skills and qualifications. As you leave the room, shake your interviewer's hand again and make sure to look her in the eye and give her a sincere smile and a real thank you; this shows that you're considerate and that you're really grateful for the opportunity.
- J Just say something simple like, "Thank you so much for taking the time to meet with me. This has been a wonderful opportunity and I really appreciate it."
- J As the conversation wraps up, you can also ask about a time frame and next steps. They should tell you when they'll get back to you and what the next steps would be.
- J Lastly, it goes without saying, be relaxed and don't worry too much. The job interview is for both parties, ie. Both for you and the employer to decide on the respective suitability; so go with an open mind and try to be calm.

Know what not to do

There are a few things you should avoid at all costs when you go into an interview. Many people don't know that a few innocent comments can actually cause a big red flag to go up for the interviewer. Choose your words carefully and make sure you give an impression of being a respectful, hard worker who is truly excited about the position. Here are some things you should avoid:

- J Don't ask about the perks of the job before you've been given an offer. This will make it look like you're more interested in vacation days than in working.
- J Don't talk about how you've applied to a million jobs without being asked for an interview. Make it look like you really want this specific position.
- J Don't say something that shows how little you know about the company or how little research you've done. Make sure your potential employers see that you really care about the company.
- J Don't bad mouth your current job or employer - Even if your boss is a rude, petty, inconsiderate, condescending jerk and your job is unsatisfactory and you feel completely unfulfilled there, you should say something like, "I've gained a lot of great experiences at my current position, but I'm ready for a new challenge." If you say horrible things about your job or your boss, then your potential future employers will think that you may turn around and say the same about them in the future.

Actual Interview

Introduce yourself with confidence. When you walk into the room, stand tall, make eye contact, put a smile on your face, and give your interviewers a firm, confident handshake when you introduce yourself. Walk with confidence and avoid fidgeting or looking around the room;



Remember that you only have one chance to make a first impression, and you want it to count.

- J You can say something simple like, "I'm Susan. Thank you for taking the time to meet with me."
 - J **Be Better than the Best**
 - J **Be Precise & to the point**
 - J **Be perfect by practicing at home or with friends**
 - J **Be informed about the latest News and information**
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