

INTERVIEW PREPARATION GUIDELINES

For most people, job interviews are inherently nerve-wracking situations. Even if you're a raving extrovert who loves meeting new people, there's something about interviews that ratchets up the tension and stress.

The best way to counter the pressure? Be prepared. Knowing what to expect and being ready to make a good first impression will ease your nerves and boost your confidence. Check off the steps on our pre-interview checklist and show the hiring manager that you're the best candidate for the job.

1. Get Your Interview Outfit Ready:

- The way you dress for a job interview tells potential employers a lot about you. The right interview outfit conveys an understanding of the company culture and professional environments in general and shows that you respect the hiring manager and want to make a good impression.
- Have an interview outfit ready to go, so you're prepared to interview at a moment's notice. You'll feel comfortable, confident.

2. Analyse the Job Posting:

- Reread the job posting and analyse it to determine what the employer is looking for in a candidate. Then make a list of the skills, knowledge, professional, and personal qualities that are required by the employer and are most important for success in the job.
- Be ready to describe the attributes that make you the perfect match for the job. The closer your qualifications match the job requirements, the better chance you'll have of getting a second-round interview and a job offer.

3. Find out how the interview will be conducted:

- Interviews are mostly single to single, facing a panel of interviews, or group discussion. By knowing about the type of interview you can know how to prepare. If it is single, then there is no issue.
- In case of facing a panel, try to answer in the same tone with all and listen to the question properly. In case it is a discussion, then you will need to be audible and loud for your views to be heard.

4. Practice Answering Interview Questions:

- Image Source/Image Source / Getty Images taking the time to review typical interview questions will help give you a framework for your responses.

- It will also reduce stress because you won't be scrambling for an answer during the interview. Practice interviewing with a friend or family member ahead of time, and it will be much easier when you're actually in a job interview.
5. Be prepared to answer about yourself:
- This is a very important question that you will be facing at the start of the interview as “Talk about yourself” or “**Tell us about your achievements**”.
 - Hence, this is the fundamental aspect that you will need to prepare by first writing it down in a piece of paper and practise speaking so that you won't stammer as “**Well..uh..I...am good at..uh..**.” You will need to make it short and brief so that you describe your character and your personality.
6. Organize all your file:
- It is necessary to organize your file with covering letter, resume, credentials, educational certificates, experience certificates, training certificates, certificates for workshops attended and other important documents that you feel you need to present during the interview or might be requested by the interviewer.
 - It's better to organize all the contents of the file in an arranged manner and prepare a small checklist with listed documents on a small sticky note and keep it inside the file for easy retrieval.
 - Always keep a set of a minimum of 5 copies of all the related documents that you are carrying with you.
7. Need of being audible:
- For attending interviews that are telephonic or video calls, it is very necessary for you to be audible. Try to speak loudly and clearly for them to understand what you are wanting to interpret.
 - Ensure that your tone is enthusiastic and eager to learn. It is to show your positivity. If your voice is dull and inaudible it means you are a negative person and do not want to come out of the box!!
8. Take care of numbers:
- Often in our panic, we forget the year of passing out or the year of completing the project or the number of years you have worked in the previous firm. It is better to review them before attending the interview and refresh yourself.
 - Even you should be able to say about the achievements in terms of percentages or increase. Like, reduction in the number of accidents at work site, an increase in sales, a number of assignments accomplished etc.

9. Review your resume:

- It's always better to review your resume before you attend an interview as your resume will be the base document for the interviewer to ask relevant questions to verify your competency.
- Figure out what would be the practical examples you would be giving in case of each type of experience that you have been working on and how are you going to represent them or speak about it.
- It could relate to incidents during work, education or social life!! It's always better to recollect the points and keep it as a sequence before you attend the interview.

10. Recollect your best attributes:

- All interviews are about knowing the personality characteristics of a person. Hence, figure out what is the best attributes or qualities that you would like to share with the interviewer in relation with the job.
- Of course, attributes in relation with work or the job is mostly sought for!! How could those attributes best fit for the job that you are applying be useful? Take a paper and pencil, list them out and correlate with the job description that you have seen.
- Preparing yourself for this is also one of the most important aspects of the interview as this mostly counts during the selection process.



When Introducing Yourself:

- Smile truly
- Offer a firm handshake
- Greet politely

Good Posture:

- Walk tall and sit tall
- Stand tall
- Sit at the front edge of the chair, leaning slightly forward.

Don'ts:

- Don't be late.
- Don't cross your arms over your chest during an interview.
- Don't eat, drink, chew gums or smoke before an interview.
- Don't use cell phone while waiting for an interview.
- Don't sit rigidly on the edge of your chair.
- Don't ask about salary.

Conclusion:

- Preparing for an interview is a tedious task and requires the right approach and attitude. By reading the above points it would seem a herculean task but finally, it is like getting ready for a show or an event or your everyday work. When you are committed to your work, then attending interview would not be a hassle.
- If you are able to manage your time and work in your day to day life, then all the above points would not be difficult to understand. If it's taken in the right manner you are sure to get through it with flying colours.

