

Job Interview skills/Preparation



Vocabulary

- **Improvement:** A bringing into a more valuable or desirable condition.
- **Impression:** A strong effect.
- **Catalogues:** A list or record
- **Culture:** Routine and mannerisms
- **Feedback:** Reaction
- **Research:** To find out.
- **Assemble:** Collect.
- **Beforehand:** In advance
- **Refresher:** Reminder
- **Gaps:** Mistakes

Vocabulary

- **Constructive:** Positive
- **Criticism:** Disapproval
- **Casual:** Regular for e.g. Jeans and T-shirts.
- **Engaged:** Involved
- **Mirror:** Copy
- **Acknowledge:** Accept
- **Slouching:** Lazing.
- **Mumbling:** To speak in a soft manner that is difficult to understand
- **Derogatory:** Insulting.
- **Delivery:** Vocal and bodily behavior during the presentation of a speech

Interview experience

Speak to the trainer about your previous interviews

- Was they successful?
- How long did they last for?
- Did you make a good impression?
- What questions were asked?
- What were your answers?
- Any areas of improvement?



Preparing for interviews

The candidate can:

- Research the company.
- Assemble relevant information about the company and yourself beforehand.
- Re-read your resume and the job ad as a refresher.
- Keep the dress code in mind while preparing for the interview.

Don't dress casually for a formal interview.



Preparing for interviews

- Research the company using the internet, catalogues, and other sources of information.
- Speak to people that work in the company to find out more about the culture and work environment.



Rehearsing for your interview

- Rehearse your answers out loud before the interview to test how prepared you are. Rehearse with a friend or family member who can provide you with feedback and constructive criticism.
- Identify any gaps in your delivery and answering techniques
- Rehearse multiple times until you feel completely in yourself and your answers.



Dressing for the Interview

- Wear clothes and shoes that are comfortable. You need to concentrate on the questions being asked and not how tight your shoes are!
- When in doubt, conduct a dress rehearsal before the interview to get a second opinion from a friend or family member.
- Even in cases where the company culture allows casual dress everyday, or where the role requires you to wear work denims, it's still a good idea to dress in formal office gear for the initial job interview.



Arriving on time

- Be on time! This means not only don't be late, but don't be too early, and don't arrive in a rush. 10 minutes early is good.
- Smile. Make eye contact and give a firm handshake.



Body language during the interview

- Maintain eye contact
- Smile
- Don't slouch. It might look like you are lazy.
- Be engaged.
- Practice your handshake. It should not be too firm or too soft.



Interview communication skills

- Pronounce the interviewer's name properly.
- Maintain Good eye contact with your interviewer.
- Smile, look confident.
- Mirror your interviewer's body language.
- Keep all your answers positive.
- Show enthusiasm!.
- Listen carefully to the interviewer's questions and answer appropriately.
- Ask the interviewer questions when the opportunity arises

Dealing with Nerves

Being nervous is normal and the most experienced interviewers understand this. It rarely harms your chances if you acknowledge your nervousness. However, excessive nervousness can work against you. Especially, if you continuously apologize for it. It makes other applicants who are more relaxed and confident look attractive. Your nervousness will decrease if you have taken your time to practice your skills.



Closing the interview

- The purpose of the interview is to help you (as well as the company) determine if the position will be right for you.
- Prepare questions for the interviewer (if needed).
- Ask (if you haven't been told) what the process will be after the interview has been completed.
- Leave the interviewer with a good impression — a smile and a firm handshake.



Common interview questions

- Tell me about yourself
- Why did you leave your last job?
- What experience do you have in this field?
- Do you consider yourself successful?
- What do your co-workers say about you?
- What do you know about this organization?
- What have you done to improve your knowledge in the last year?
- Why do you want to work for this organization?
- Do you know anyone who works for us?



Interview Warnings

- Being too friendly.
- Not listening to questions carefully.
- Being over enthusiastic.
- Being poorly prepared.
- Slouching, mumbling, speaking slowly.
- Knowing nothing about the company that you are applying to.
- Making derogatory remarks about your previous employers.



!!!Good luck!!!



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