

## **ADVICES ON HOW TO PREPARE FOR YOUR JOB INTERVIEW**

### **Extended Abstract**

Job interviews have more to do with chemistry and likability than determining qualifications. When you sit down for an interview, your potential new employer has already seen your resume. Now you must sell your personality. Although getting ready for an interview can be daunting, there are steps you should take to prepare. Your task is to convince the interviewer, that you are the most suitable candidate for the job.

#### *Before the Interview:*

The most important thing about a Job interview is the preparation. If you go in the interview unprepared it is most likely that you will not get the Job. The preparation should include a research, and a practice. In the research you should find out as much as you can about the interviewer, the company and the Job you are applying for. It is good to know who will interview you, because if you know what kind of person is sitting in front of you, you can match your answers and behavior to the person. Another effect is that, if you wait for the interviewer and he walks up to you, you are able to recognize him and walk towards him, so that your first impression is already professional and prepared. You also should research about the firm what do they do, what are recent projects or news of the company, who are their major competitors, what kind of atmosphere do they have and last but not least, how can you get to the Interview. Make sure you will arrive early so that even if something goes wrong you will be able to get there with another way of transportation.

Before the Interview, you should prepare: your clothes, your documents and your answers/questions. Select your clothes a day before the interview, make sure it fits, is suitable for the Job and that it is not dirty. The simple safe rule is that, 'Dress to fit into the setting and not stand out in it'. Wear a clothing that is formal, decent and comfortable. You always should bring at least one copy of your CV and all the important documents. Have a good look at your CV once. Don't miss out on skills what you have entered in the CV. The interviewer should get a confident feeling that the CV has not been manipulated and it reflects your original skills only. Before going to the Interview you should prepare answers to the most likely questions. Some of them may be: 'Where do you see yourself in five years' or 'Please describe yourself' and many more. Besides your answers, you should also prepare some questions. Most of the time the interviewer asks you if you have any questions. Good questions can be about how your first months in the Job will be or how your possible career in the company could look like. Practise your answers with a friend or a relative, you should know what and how you want to say it but don't learn all the answers by heart.

#### *During the Interview:*

It is important to make a positive and lasting impression during the interview. The first impression is one of the most important things of the whole Interview. Greet your interviewer with confidence. Provide a firm handshake, make good eye contact, and give a pleasant smile. Let the interviewer know you are pleased to have the opportunity for the interview, but don't get

carried away with small talk. If you have to wait for the interview after you arrive at the location, strike up a conversation with the receptionist about the company, look over your resume, or go over answers to potential interview questions while you wait. Utilise time effectively!

Always maintain a good pitch of voice with strong emphasis on relevant and important words. The body language should be friendly and open. Be clear, confident and direct about what point you want to make during the interview. And after making your point, don't just get carried away and start speaking irrelevant things. Maybe, stopping in this case, is a decent gesture as silence is acceptable instead of talking unrequired stuff. Also, try to avoid the use of filler words such as 'um' or 'like' between phrases or sentences. It spoils the originality of your sentences.

A good eye contact shows that you are confident and emotionally stable. Hence, maintaining a good eye contact with the interviewer while making a point should be an important factor to be taken care of. In a situation where there is more than one interviewer in the room, direct your answer mostly to the person who asked the question. But make sure to have an eye contact with each interviewer at some point. Your posture can convey qualities such as confidence or insecurity. Sit up straight to send a message that you are comfortable and confident. The posture, your eye contact, and the hand gestures made, all contribute to the impression you make on the interviewer.

One of the biggest challenges in an interview is selling yourself. Most people are not comfortable with this idea, but presenting yourself accurately and positively doesn't have to feel like a sale. The truth is that you do have professional skills and experiences that may set you apart from other applicants, so it's acceptable and expected for you to acknowledge them to your potential employer. When you are in a job interview, make note of your skills in your mind that relate to the role and think of how your experiences and abilities can contribute to the overall goals of the department and company. Your answers will be somewhat short, so you want to choose the most positive and relevant information to share during the interview. If you have metrics or stats to show your accomplishments or growth during your previous roles, they're a great help in selling yourself during the interview.

Whatever accomplishments you have, don't be modest about sharing them during your interview. Your potential employer wants to know that you'll be the right fit and that you can deliver something to the company, so they need to know all the reasons that you can provide that for them.

Stay positive totally. Refrain from drawing attention to qualities that may turn potential employers off if asked what your weaknesses are. If you were fired from your last job or quit, and are asked why you left, answer tactfully, highlighting any positive aspects, and then start explaining what you are looking for in your next employer.

While you are energetic and enthusiastic during the interview, also make sure that you don't kill chances of landing the job in your hand because of ignoring the preliminary 'not to do things' in the interview. In order to be up from others, try to avoid these interview sins as they may commit these. Don't be nervous during the interview and if you find yourself getting really nervous, excuse yourself and go to the bathroom to get some air. Don't take too long but it is better to collect your thoughts than to continue, when you can't focus. These gestures, though not that important but surely act importantly in some cases. Avoid talking too fast and quick, using cheesy words, making long sentences which all would give a reason to the employer that you may not be

able to perform well. Refrain from bring coffee or any other beverages as it leads to a sign of disrespect during the interview. Don't stress too much. Try not to sound arrogant and don't get defensive on the interviewer's questions as well because everyone has their weak spots and that is okay. Just work with it and practice for it. Try to remain calm and remind yourself of your skills, qualities and values to find out what this potential employer is all about and gauge if the company is worthy of your time and commitment.

*After the Interview:*

Managing what to do after an interview is more about keeping your nerves in check and following up correctly. Don't ever skip these steps because you think the job interview went terribly and there's no point, you really never know. The first thing after a job interview you could do is, take a deep breath!

The most stressful part has already been done though waiting for a response from the hiring manager could be frustrating, but knowing what exactly to do after an interview could help in influencing the outcome. Make sure you drop off a thank you note to the interviewer. It could be through any means of communication like email or message. The more contact you have, the more you remain in their minds over the other applicants. It shows you're thoughtful, motivated, and that you care.

It's a good point to create a list of items that you did well and that you would like to improve on. This can be one of the most effective things to do after an interview because it will allow you to improve for future job interviews, or assess general weaknesses that will be helpful in your career. Doing this right after an interview is ideal as well because everything will be fresh. The most important thing to remember is to be brutally honest with yourself. Even if you didn't like the way the interview was conducted, there's always something you can do to improve.

Following up properly is an important thing to be looked after. Sometimes interviewers get back to us with replies on their own while sometimes it is our responsibility to contact them and take the follow-up for the interview result. Sometimes things get crazy at work or papers and files get misplaced. If you were told there was a specific date to expect a response, wait until that date has passed and then reach out.

Our mind does try to play tricks on us and exaggerate the smallest of mistakes until it seems like the entire process was a failure. But one should stay focused and don't let the mind get lost in irrelevant things.

And finally, just wait for the result of your interview in serenity and think positive about what you have done.

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