

Interview Preparation

One of the biggest mistakes in interviewing is not being prepared. Understand that interviewing is a skill; as with all skills, preparation and practice improve the quality of that skill. The below information will guide you through some steps to take, and highlight other areas to consider before you interview.

1. Self Assessment

*There is no better time to reassess your current skills, talents, abilities, strengths, weaknesses, interests, work values, and most importantly achievements, particularly those that may be relevant to the role you are applying for. Knowing yourself will enable you to express yourself better in any circumstance.

*Go over your CV and ensure you are able to explain details without looking. Pay attention to the dates, companies, and roles you were involved in. Most interviewers are likely to ask reasons you left each company, so make sure you are able to answer each one (In a positive tone and explanation).

2. Research

*Try to learn as much as possible about the company beforehand by checking the website, recent articles, and etc. Some points to note are: History of business, business objective, challenges, size, etc.

*Go over the job description and ensure you understand what the role entails. If there is anything unclear, be sure to ask your Consultant before the interview. The better you understand the role, the easier it will be to link your skills with that position.

3. Things to take

*Map, the company's phone number, and other interview details.

*Copy of your CV.

*Copy of the job description.

*Your personal notes about the company (Read through again if you arrive early).

*Stationary – Pen and note book, just in case you need to take notes.

4. Before the interview

*Know where your interview will take place to avoid turning up late.

*Turn off your cell phone before the interview.

*Dress smart and ensure a fresh breath. First impressions always count, especially in interviews.

5. During the interview

*Don't make your answers too short (repetitive "yes" or "no" answers), or too long (be aware of talking too much).

*Be confident and passionate. The ideal is to strike a balance between poise/calm and enthusiasm.

*Always remain positive. In instances where questions inevitably turn out negative (eg. What is your weaknesses?), always try to change the negative answer into a positive outcome.

*Never complain.

*At the end of the interview, always thank the interviewer for their time and inquire about the next step.

This will show the interviewer that you are positive about the job, company, and overall interview.

6. General questions the interviewer may ask you

*Why did you study your specific major in University?

*What are your strengths, and weaknesses?

*Why are you interested in this industry, our company, and this specific job?

*What are your achievements? / What has been your greatest achievement?

*Why do you think you are suitable for this role, and what benefits could you bring to our company?

*What are you passionate about?

*What kind of employee (or Manager) are you?

7. Questions you could ask in an interview

*Why is this particular position vacant?

*What is the corporate culture like?

*What is your company's mission and goals?

*What are the challenges/plans for this specific division?

*What are the benefits of working at this company, and why did you join?

*Other specific questions about the job description.

** Avoid questions where you can obtain answers through corporate web sites

8. Phone Interview Tips

- *Ensure the phone number line you have provided has a clear connection.
- *Eliminate distractions and make sure nobody is around you during the time you interview.
- *Organize your papers - As you are not facing the interviewer prepare a pen, paper, and pre-written notes including points you would like to raise (i.e. questions and your selling points).
- *Tone is everything – The interviewer can only make an impression of you by your words and tone.

Make sure that you sound enthusiastic and your speech is not too fast or slow.

Comments

Every interview is a learning experience. Learning that takes place during the preparation and actual interview process will be useful for any future interview. There is no such thing as failure as long as you do not let yourself down without having prepared. Remember, you are also interviewing the company to find if they can provide an opportunity in line with your career aspirations.

Public article and illustration of: Common Non-Verbal mistakes made during job interviews:

