

## **“Proactive Preparedness For “Job Interview”**

My dear Young and enthusiastic friend,

Trust you are keeping good health and doing great,

Well friends, today we are going to deliberate a simple word called “Interview”. An interview word is very common and probably it is attached with our life from our childhood. Before we got an admission in KG, probably, we come across with this word for the first time. When we go for higher and higher education, we again and again encounter with this word more often. When we applied for the job for the first time, we again meet with this word seriously, and when we decide to select our life partner, we again experience with this word isn't it. And further so on and so forth.....!!

At the outset, this word looks very simple, however if we do not go with proactive preparedness, probably this word will ride on us, and vice a versa, if we go with appropriate readiness, we can win for a sure.

**Interview is nothing but it is a two way conversation process for a particular objective or a purpose. It may be one to one or it may be one to many people.**

Friends, here we are going to focus on this simple word “Interview” for the purpose of Job. At time, it has been observed that you are very good in your academy career, you have lot of talents, and you are smart enough to handle situation carefully, however, when you appeared for the first time for an interview for a job, some time you may become nervous or / and uncomfortable, may be due to lake of practice & exposure or unknown fear factor.

Being interviewed is a critical aspect of the hiring process. You have already submitted your updated profile to your prospective employer, they have scrutinize your candidature for a particular role and decided to meet you and assess you're talent and potential, before they decide to hire you or not.

Here, it is essential that you put your best efforts and allow interviewer to get to know about your knowledge. They learnt about your accomplishments' from your profile, however, while in personal interview you have to sell your knowledge, demonstrate your personality and make them feel that you are the right fit to perform in their professional environment.

Here, I am taking opportunity to share few important tips for the Job interview. If you follow it in true spirit, it will certainly give you great confidence, lot off comfort and memorable experience, based on my 35 years versatile experience in the field of Human Resources. Broadly Job interview tips can be divided in to three parts.

**A. What kind of preparedness, potential candidate has to do prior to his / her Job Interview :**

1. **To know about the company:** As soon as you get an interview call, first thing you must have to do is homework, to know about the company. It is prudent to learn about the company's profile, technology, market share, turnover, reputation etc. of the organisation from its web site, so that you can answer their question in the right context. Also read current news releases, and, yes, spend some time on Google, to know about the company, its products and prospect.
2. **Prepare your own questionnaire:** from your gathered information, one has to make his own questionnaire related to your job role to show that you are update and keen to join this company.
3. **To know how to answer the questions:** While answering, how will you add the value to the company, if you select. Try to prepare your answers and various options, alternatives on that line to convince and impress interview panel during your actual interview.
4. **Be ready and prepare for different types of interview:** Be ready for written test, psychometric test, group discussion, oral interview etc.
5. **Know your personality strengths and weakness:** This is most common question, normally ask by the interview panel. One must know about his strength and weakness. The idea it to focus on your strengths to achieve desired success.
6. **Mock Interview:** Do as many mock interviews as you possibly can with a friend or with your senior alumni. Mock interview practice will help to build up your confidence and chance to do better and the best while actual interview.
7. **Take few copies of your updated resume:** it you are going to appear for one on one interview, take some extra copies of your resume at the time of your personal interview.
8. **Make sure that your cloths are clean and wrinkle free:** layout your cloths a day advance, so that last minute hassle does not arise. If you are not sure, what to wear, talk to your friend or relative and seek their advice.
9. **Take proper night's sleep, the night before:** It is very important to take sufficient sleep, the night before your interview day. You will look better and feel comfort. This lets you make the best first impression. Also do a proper breakfast, you will be more focused and alert, while interview.
10. **Look up direction and reach before the time:** Learn where exactly you are going for an interview and how you will get there. To avoid last minute road traffic issue, plan your travel in such a way, so that you reach to your interview destination at least 15 – 20 minutes in advance.
11. **Get freshen up:** Immediately after reaching to the interview place, first you enquire about your interview schedule from the concern person and then gets freshen up to feel comfort and ease.
12. **Be ready for any last minute challenges:** At time it may happen that your interview place or time may get change at the last moment. Do not disturbed. Ex. You have intimated for interview at 10.30 a.m. but in reality your actual interview may start at 7.30 p.m. – Be ready for any such, last minute challenges.

13. **Switch off your mobile:** It will also prevent you from sneaking a peek out of habit.

These are very important tips to follow before your actual job interview. No need to over stress on these tips, however, follow it with ease, alertness and discipline. Believe me no one ever suffered from being overly prepared.

**B. How to face job interview smartly :**

Believe me, an interview is an Art. Now that you are well prepared and fully confidence for your job interview and reach to the interview place before time. Kindly keep the following tips in mind while appearing for your interview.

1. **Greet to interviewers with confidence and smile:** while entering in the interview room or on screen, if it is an online interview round, wish them with smile and confidence. Make an eye contact. Introduce yourself in brief. Remember first impression is last impression.
2. **Answer the question that was asked:** while it may be tempting to include additional information, don't stray so far that you neglect the question at hand. There will typically be a time at the end of the mention anything that wasn't brought up during the course of interview.
3. **Take a pause before answering a question:** While interview conversation, take a pause, first you understand the question thoroughly, think on it for a while and then answer appropriately to the point. Remember if you do not know the answer, convey it respectfully but do not bluff.
4. **Let your achievements speak for you:** Don't be afraid to mention your accomplishments, but don't harp on them either. The interviewer has your resume, there is no need to repeat. However, smartly convey that, how your achievements will help you to perform your job better.
5. **Initiate conversation with topics that you are comfortable with:** This will allow you to direct the interview to a certain degree and present yourself in a positive light. Use data point, to prove your point efficiently.
6. **Project Report:** Take a chance to discuss on your project report and share its findings with interview panel. Establish its usefulness with reference to your job context.
7. **Ask questions:** No harm to ask question, if something is not clear to you. Ask the question politely. If it is not describe by interview panel, you can certainly ask about your job role and job description to understand your job better. You may also ask about company's future plan.

By end of the day, it is very important for you to get satisfied with your interview performance.

**C. Establish proactive approach after an interview:** While waiting for a response from hiring manager can defiantly be frustrating, knowing what to do after an interview can actually help you to influence the outcome.

1. **Email your thank you note:** After successful accomplishment of your job interview send a "thank you" email note to interviewer(s). The more contact

you have, the more you remain in their minds, over the other candidates. It shows you are thoughtful, motivated, and that you care.

2. **Prepare a list that you did well and the area you need to improve:** This must be one of the most effective things to do after the job interview. Because it will give you a scope for improvement for future job interviews. To do this exercise immediately after the interview is desired since, everything is fresh. Be honest with yourself while doing this exercise. Even if you do not like the way interview was conducted, there is always something you can do to improve, find it.
3. **Do follow up suitably:** Some time the interviewer will tell you, when they will come back to you with interview result. However, some time, it is your responsibility to do follow up. At that time you should send polite email communication to the HR department to know the interview result.

Friends, these are all general tips and guideline for job interview. However, honestly speaking, after going through this important guidelines, you will have to prepare your own guidelines befitting to your education qualifications, work profile, experience etc., which will certainly help you to get the desired result and success for sure.

**WISHING YOU BEST OF LUCK!!**

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