

# **HOW TO PREPARE FOR A JOB INTERVIEW**

## **9 Steps to Enhance your Job Interview Skills**

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# 1) Experience Of Learning :-

## 4P'S

- Prepare
- Practice
- Present
- Participate

## 2) Common Preparation :-

- Skills
- Strength
- Weakness
- Interest for job
- Research about organization position in industry,
- Nature of job,
- Updating resume
- List of commonly asked questions based on qualification, project, skill.

### 3) Do's Before Interview :-

- ❖ Dress formally
- ❖ Personal grooming (shaving, nails, haircut),
- ❖ Reach 10 to 15 minutes early.



## 4) Don't Before Interview :-

- ☐ Don't stay up late at night because it makes you dull on the day of interview,
- ☐ Don't over eat and don't drink carbonated drinks,
- ☐ Don't think about what if you not get selected,
- ☐ Don't feel nervous
- ☐ Greet the person in entrance and the person in reception.
- ☐ Dark shocks and perfect shoes,
- ☐ Little or no ornaments,
- ☐ Neat hairstyle,
- ☐ Documents (or) files,
- ☐ Shaving.

## 5) Interview Attire :-

- Treat everybody with courtesy and respect,
- Greet everybody,
- Be ready for a handshake,
- Be an attentive listener in order to understand questions,
- Address the interviewer as sir/madam,
- Maintain good eye contact throughout the interview,
- Be alert and sit straight in your seat

## 6) Do's of Interview :-

- a) Treat everybody with courtesy and respect,
- b) Greet everybody,
- c) Be ready for a handshake,
- d) Be an attentive listener in order to understand questions,
- e) Address the interviewer as sir/madam,
- f) Maintain good eye contact throughout the interview,

**P.T.O**

- g) Be alert and sit straight in your seat,
- h) Respond to questions warmly and with specific examples,
- i) Ask for clarification if you don't understand a question,
- j) Be brief and concise in your response,
- k) Use formal words and expressions and appropriate grammar,
- l) Display your interest in the employer and the job you are being interviewed for,

**P.T.O**



m) Reply to the questions in positive manner,

n) Keep your tone polite yet firm,

o) Take time to respond to a situation,

p) Show your enthusiasm.

## 7) Don't of An Interview :-

- a) Don't take a seat until you are offered one,
- b) Don't slouch and fidget,
- c) Don't talk negative about previous employers or managers,
- d) Don't show lack of interest during the interview,
- e) Don't give the impression that you are only interested in money or salary,

**P.T.O**

- f) Don't be rude and imprudent, say no politely,
- g) Don't use slang and minimize use of filter like okay, you know, etc.
- h) Don't chew gum,
- i) Don't smell sweat,
- j) Don't keep your mobile on during the interview,
- k) Don't leave in a hurry.

## 8) Negotiation Skills :-

- The main purpose of negotiating is to get closer to your objectives.

As people say,

"Negotiation is all about a win-win situation".



# Techniques Required To Be A Good Negotiator

- a) Put yourself in the other person's shoes and consider how they would react to your proposals,
- b) Don't stick to a specific point of negotiation
- c) Follow different styles and mannerisms to negotiate
- d) Be comfortable in whatever style you choose,
- e) Be calm, relaxed and focused.

# How To Handle Negotiation Response?

## Tips To Handle Response.

After getting a response from the other party :-

- a) Don't feel obliged to respond immediately, take time, ask for clarification, if required
- b) Write down the keynotes/points, if required,
- c) Evaluate the given proposal and compare it with what you have proposed,
- d) Discuss the response in detail,
- e) Share your feedback on the terms offered,

**P.T.O**

- f) Talk about the inconsistency if any,
- g) Give suggestions on how things can move closer to your objectives,
- h) Negotiate in a calm but firm way and don't forget to be polite,
- i) Settle the things if it is agreeable to you,
- j) Always have a written agreement to avoid dispute on future,
- k) Always conclude on good terms,
- l) Give a positive response for continuing correspondence.

## 9) Points To Remember :-

- a) Be thoroughly prepared,
- b) Research the organization,
- c) Upload your resume,
- d) Reach before time,
- e) Dress formally,



- f) Be polite and courteous to all,
- g) Give brief and concise response,
- h) Be aware of your body language,
- i) Leave the interview spot on a positive note,
- j) Be ready for a handshake,
- k) Be sure of what you want to say,

- l) Don't hesitate to negotiate,
- m) Avoid using slang,
- n) Show your enthusiasm for all job,
- o) Avoid tea/coffee if offered,
- p) Don't forget to follow up.



😊 *THANK YOU* 😊