

Video 1.1 Interview tips

Hi! In this video, we are going to discuss 10 handy tips which you'll definitely need to pass the interview successfully. The key to success is through preparation, of course. So, are you ready? Let's see how to prepare for the interview.

Tip number one. Get as much information about the interviewer's company or project as possible. You can get this information from the company's website, position or job description. You should understand the position requirements very clearly and be ready to discuss how your knowledge and skills can meet these requirements.

Tip number two. After you've studied the position requirements, it's time to review the most common interview questions. If you know what you are going to say, you will feel less stressed. So, it's a good idea to practice answering typical questions like *Tell me about yourself*, or *What is your major achievement?* before the interview. Think about the things that demonstrate your expertise, skills necessary for the job and *how* you will speak about them.

One more important point here. While preparation *is* important, do *not* memorize the answers by heart because this will make you sound unnatural.

Ready for tip three? Take care of the technical side of things in advance. If you have a f2f interview, make sure you know the directions to the interviewer's office and contact details of a responsible person. If your interview is online, find a quiet place where no one will disturb you. Check that your connection is stable and your equipment is working properly. Do *not* use your telephone for online interviews!

It's time for tip four. Don't be late! Candidates who are late for the interview provide an extremely bad impression. If your interview is f2f, make sure you dress appropriately. Avoid extravagant outfits, excessive makeup and strong perfume.

The next one is tip five. In the case of a f2f interview, greet the interviewer. The interviewer is likely to begin with some casual conversation to create a friendly atmosphere and make the candidate feel relaxed. So, they might start the interview with *How are you doing today?* or a short comment about the weather. Make sure you know how to react to small talk questions and keep the conversation going.

Tip number six. Listen to the questions carefully and answer them thoughtfully. Don't just give *Yes* or *No* answers because the interviewer may think that you have nothing to say, or simply, you do not understand English well enough.

When talking about your technical skills, describe how you used them to solve a business problem. Don't forget to give *specific* examples! This information may help the interviewer understand if you will be able to provide the solutions they are looking for.

Also, remember that the interviewer wants to hear about *your* contribution. So, highlight *your* role in the previous projects, but make sure you do *not* give out any confidential information about past companies and/or customers.

Let's move on to tip number seven. Avoid *dead air*, or in other words, long silent pauses during the interview. If you can't give an answer immediately, just tell the interviewer that you need some time to think. Even if you don't know the exact answer, you can tell the interviewer what steps you would take to deal with the problem. This will demonstrate your ability to think on the spot. Also, when the interviewer is talking about something for more than a minute, it's a good idea to show that you are following along. To do this, use active listening phrases like *Right, I see*, *Exactly*, *Uhuh*.

Tip number eight. Don't be afraid to ask for clarification. If you are not sure you have understood the question correctly, ask the interviewer to repeat the question.

Almost there! Tip Nine. Don't be shy to ask the interviewer some questions about the position or the future project. By doing this, you express your interest and initiative. So, it's a good idea to prepare several questions before the interview.

And last but not least is Tip Ten. Be honest! Don't make up an answer to a question if you don't know what to say. Explain that you have never worked with this technology or tool before, but show that you would *like* to learn.

So, doesn't this look easy? Now, let's see how well you've remembered the ten tips. Please move on to do the practice task in this unit.