

HOW TO PREPARE FOR CAMPUS/JOB INTERVIEWS?

A step by step guide to help
students to clear there job interviews



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Introduction

“College life is that part of a person’s life that they are going to relive in their memories till they breathe!”

As it is very rightly stated, University days are those priceless moments in a person’s life, where he starts focusing on career and becoming more serious towards what they want to achieve in life. It is a mixture of friends, drama, emotions, and learning. It is the golden phase of life under which a person is going to have so many opportunities to enhance themselves. As a college student, you are supposed to engage and expand your thinking skills which are required by the industry like creative writing, problem-solving, situation handlings, coordinating with others, etc. One of the most crucial skills is critical thinking. Critical thinking is important because it relates to nearly all tasks, situations, topics, careers, environments, challenges, and opportunities. It’s a general thinking skill, not a thinking skill that’s reserved for one subject alone or restricted to a particular subject area.

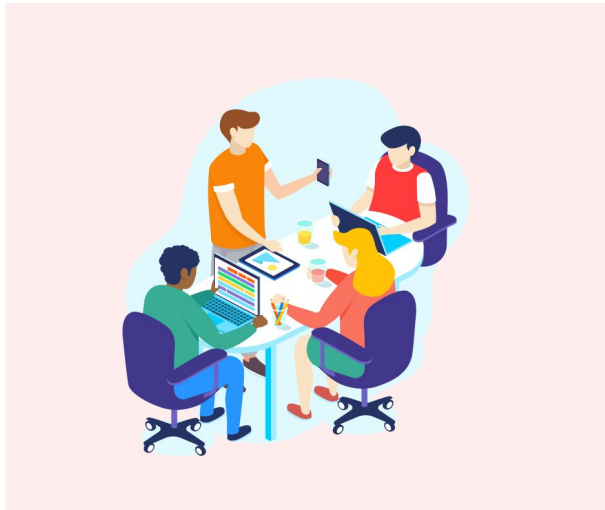
Overcoming your fear

“The end days of college may seem easy and fun, but is actually a big thunderstorm to handle!”

This is the moment when you start encountering your responsibilities and your liabilities. This is the stage of stress and depression, where a student has to focus on numerous things that affect their personal and professional relationships. Peer pressure, the pressure is given by family members, is a real stress for students. There are several fears in the life of a student, below are some of the most common:

- Relationship fear
- Exam fear
- Career fear
- Placement fear
- Fear of lacking behind

Importance of placement



The biggest fear for a student is scoring good marks to get good grades in order to get a suitable placement with a good package. Why is it so important to get a good placement or job? Placements give students the opportunity to learn skills specific to their subject or industry of choice as well as the skills required for real-life work. It also increases their knowledge of any industry or sector, which allows them to make better clear decisions about future career choices. Placements provide the opportunity to be involved in

group work, which provides a welcome contrast to the typically more individually settled approach for their academic level of study. This kind of experience is profitable and helps in building self-management and problem-solving skills that are typically gained at university, with the ability to work collectively.

A clear advantageous result for students by undergoing a placement is to get the ability to effectively adding their experiences on their CV, providing documented proof for their skills and abilities, with a reference of some senior level. Placements also provides useful examples to use in job applications or interviews.



Sometimes after completing an Internship with a particular employer may lead you to continue the job with the same employer (if provided with a job offer after internship). Interaction with other professionals while working on placement can also lead to strong benefits in terms of networking and connections. For example, engaging with professionals in some chosen career-field can provide a foundation of contacts on which you can build and draw up bright in the career. Placements also have a

significant and economic influence on graduates throughout their careers and contribute

in improving social mobility and success for the future. It is estimated that the average salary of students who have completed some amount of placements is 8% higher than those that did not, exactly six months after graduating.

How to choose the perfect organization to work with?



HOW TO CHOOSE THE RIGHT COMPANY

Everyone desires to have a good company! But what exactly describes a good company? A good company is one that provides the desired package, with a perfect atmosphere to work, good managerial networking and provides an opportunity to grow within the organization. Each and every person wants the best company, but how to know which company is actually good and how to select a good company? Let us pen down some basic points that will guide you to select the best company for you:-

- **The first and most important suggestion in hand is, how will this job exactly affect your ability to achieve a much better working opportunity in the long run?**
The odds that may affect here is that this won't be your last job change, so it's important to determine if you are going to learn anything new that adds to your marketability next time you look for a job.
- **Contemplate on the influence of company size.**
There are advantages and disadvantages to both big and small companies. With bigger companies, there can be many profitable situations, and one may get the opportunity to specialize, even developing deep expertise in one specific field. Of course, deep expertise in one specific area will only help your career if those skills are in demand and likely to stay that way. There's a greater likelihood of on-going professional education, which accelerates your skill development, and the very size of the company provides an opportunity for growth. With smaller companies, everyone wants to wear more than one hat, so one is more likely to develop a wider range of skills than deep expertise in one specific field. One can find a greater opportunity to work with more experienced people on a daily basis, but one may still need to seek out and encourage those relationships.

- **It's critical to uncover how the company and your new manager treats employees.**
One may do this by finding connections on LinkedIn who work or have worked at that company. Talk to them about the job, department and the manager and find if you can find this job relatable then that job is the perfect fit for you.
- **Sharing purpose with the company**
An employee invests his utmost energy and time while working for an organization, if they do not share the purpose with the then definitely that organization is not suitable for them. When a person considers a job, they should ask themselves, Are they able to create an impact on the company or not, and if not then surely they should not choose that company as their future options.
- **Leader fit**
Every company has a leader, the person who sets the vision and purpose for the company, the person who is the face, the voice, the soul of the company. The right company for you is a company whose leader is an authentic embodiment of the company's purpose. An authentic embodiment leader is the one that motivates, is irrational and focused to work.

Dress Code



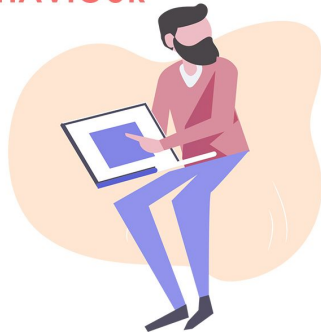
Before you say a single word to the interviewer, the impression of the interviewee is already clear by looking at their dressing sense. One should always check the guidelines for the

interview sent by the company as every company has a different dress code and how a person dresses for the interview gives a rough idea about their attitude as well. Stated below are some common points every interviewee should keep in mind while dressing themselves:

- Dressing professionally creates an impression that stays long in the mind of an employer. Considering the fact that every organization has its own policy to dress appropriately, following the same with dignity keeps sudden respect intact in your organization.
- You should wear a shirt very much light in color to interviews. Light shirts represent your dedication and sincerity: pants or trousers darker in color to go in collaboration with light shirts shall work fine, tie (could be optional), coordinating socks and dress shoes. A dark-colored suit with light-colored shirt is your best combination.
- Avoid dazzling colored ties, which might distract your interviewer and there is a very less chance that he would be listening to what you have to say.
- Try to wear deodorant and avoid wearing cologne or aftershave. You must never be wanting yourself to smell overpowering or worse, it can cause a big distraction to your interview.
- Shoes should be well polished and must be in neat condition, not scratched or run down at the heel part and they should also match your belt, giving a perfect look for an interview.
- For a woman, it is preferred to wear formal blazer paired with a simple blouse or button-down shirt. It's a majority combination and preferred to wear the blazer with khaki pants, khaki skirt, and even dark jeans in a casual workplace or to a casual interview.
- A matching skirt or slacks, or a khaki skirt or dress pants can also be a good attire to carry.
- A pair of classic black slacks is an important part of a woman's interview attire. It's worth to invest in a pair of quality black dress that will fit well and will raise your good impact.

Seating Behaviour

SEATING BEHAVIOUR



It is not an easy task to walk with the utmost confidence in a room full of strangers sitting to interrogate you! A person's attitude and behavior toward others are as important as their resume, experience, training, and technical abilities. Manners and respect are the general foundation of good relationships, and good relationships result in business success. One should know how to sit during an interview, listing below some tips that will help in knowing the way of seating while giving an interview and may increase your chances of getting selected:

- **Sit all the way back on your seat**

Sit forcibly and you should lean your back straight against the chair. Don't lean forward, that represents that a person is not interested in having an interaction.

- **Don't go for a direct eye contact**

One should not make any kind of direct eye contact with the interviewer, which makes a person look overconfident or disrespectful. Rather make good face contact while answering. A more effective way to ensure you look interested and engaged is to look at some different parts of someone's face every two seconds by rotating from eyes, nose, lips, so you are never just grooving into the interviewer's eyes.

- **Use hand gestures while talking**

When you get out of words, don't get nervous rather let your hands work for you! Hands convey what your words can't, they can be the best plugger. When you're really nervous, you tend to want to hide your hands because they express your anxiety. Keeping your hands hidden while talking can be misinterpreted as distrustful and disrespectful behavior.

- **Show your palms while sitting**

When your palms are shown up, it signifies honesty and perfect engagement. The brain picks up the positivity, which will make the interviewer comfortable. In general, upward-facing body language, such as open palms, smiles, and straight posture, also makes a person look energetic.

- **Plant your feet on the ground**

Women should never cross their knees, but rather the ankles, as this allows them to switch if necessary without being obvious. There's also a scientific advantage to keep your feet grounded as it is believed by saying that it's not impossible, but it's difficult to answer highly complex questions unless both of your feet are on the ground. Planted feet can help you get some creative thought and some highly complex rational thought.

- **Breathe deeply and speak on the exhale**

One way to cheer interview nerves is to breathe properly. Focusing on the breath is an important part of the interview process. Inhaling when the interviewer asks you a question, then speaking on the exhale, following the airflow is a good way that will help you get some confidence. Deep breathing engages the body reaction, which helps us in



calming down. It is recommended to take 10 deep, diaphragmatic breaths before the interview because it reduces our heart rate, blood pressure, and stress hormone levels.

- **Nod your head while listening**

Aside from keeping eye and face contact, nodding your head while listening is also a good gesture to show attentiveness. Nod your head at time intervals to let them know you are enjoying and understanding what is being said and conveyed to you.

- **Lean in**

Leaning in is a natural thing to do when you're engaged in a conversation, leaning slightly forward by keeping your shoulders back and down, and your chest high that demonstrates interest. Your posture is an integral part of your nonverbal conversation. Leaning in isn't just a metaphorical way to get ahead. It's also a legal way to portray good body language during a job interview.

Communication skills



Excellent communication skills are essential for workplace success. If you are sitting in an interview, you must expect to be asked interview questions about how you communicate, about your ability to communicate in the workplace tested and evaluated. Regardless of the role, employers find employees who can get along with others and who can communicate well both ways, oral or written. When you interview for a job, the hiring manager would like to know about your communication skills, including how you solve issues, how you handle challenging situations, what you expect by engagement from management, and other questions regarding your ability to communicate. While communicating during an interview, it is important for the interviewee to remember some main points that results in impressing the interviewer.

- **Details:**

Almost everyone includes attention to detail as one of their strengths, but if you really pay attention to detail, you will not stay unemployed long. Looking at the details in the interview process can help you a lot during the conversation. By paying attention to small details, you can start a good conversation, like what the interviewer likes to collect or where he or she likes to go on vacation.

- **Assertiveness**

Do not be afraid to affirm yourself during the interview, with respect to the limitations of an applicant and interviewer. Speaking assertively proves that you do not have any doubts about your ability. This will help you get your desired job.

- **Word Usage**

Communication involves a lot of factors, like how you speak, your body language, the words you use and numerous others. Practicing which words to use to convey the message you want will help give in giving the perfect interview. Continue to enhance your vocabulary to express yourself smoothly.

- **Asking the Right Questions**

Asking questions gives you control of the flow of the interview. Prepare questions in advance that may help you to know whether you want to work with this company or not

- **Keep it Concise**

When you answer, keep your responses fairly short. Avoid giving long answers that lessen the effectiveness of your answers and just give answers long enough when you are supposed to prove your point.

- **Listen**

Communication not only involves speaking but the way you listen. Listening will enable you to ask the correct questions and also give the correct answers.

Common interview questions:

- **Question1: Can you brief something about yourself?**

Answer: This question seems simple, so many people fail to prepare for it, but it's crucial. Here's the deal: Don't give your complete employment or any sort of personal history. Instead, give a pitch, one that's unique and compelling and that shows exactly why you're the right fit for the job. Start off with some specific accomplishments or experiences that you want the interviewer to know about you, and then wrap up by talking about how that prior experience has positioned you for this specific role.

- **Question 2: How did you hear about this ongoing position?**

Answer: Another seemingly wholesome interview question, this is actually a perfect opportunity to stand out the best and show your passion and connection with the company. For example, if you found about the engagement through a friend or professional contact, name drop that person, then share why you were so excited about it. If you discovered the company via an event or an article, express that. Even if you found this job through a random job search, share what, specifically, caught your eye about the role.

- **Question 3: What do you know about the company?**

Answer: Any candidate can read and understand the company's about page. So, when interviewers ask this, they aren't necessarily trying to know whether you understand the mission, they basically want to know whether you care about it. Start with one line that shows you understand the company's goals, using some major keywords and phrases from the website, but then make it personal. Say, "I'm personally drawn to this mission because..." maybe some past experience or "I really believe in this approach because..." and share a personal example or two.

- **Question 4: Why do you want this job?**

Answer: Companies want to hire people who are passionate about the job, so you should have a great answer about why you want the position. And if you don't have an answer, you probably should apply elsewhere. First, identify a couple of key factors that make the role a great fit for you for example, an answer may be "I love customer support because I love the constant human communication and the satisfaction that comes from helping someone by solving their problem", then share why you love the company for example, "I've always been passionate about education, and I think your company is doing great things, so I want to be a part of it".

- **Question 5: Why should we hire you?**

Answer: This interview question seems forward but not dreadful, but if you're asked this question, you're lucky enough. There's no better setup for you to sell yourself and your skills to the hiring manager. Your job here is to give an answer that covers three things: that you can not only do the work on time you can deliver great results, you will really fit in the team and culture and that you'd be a better hired person than any of the other candidates.

- **Question 6: What are your greatest professional strengths?**

Answer: When answering this question, be accurate and share your true strengths, not those you think the interviewer wants to hear and relevantly choose your strengths that are most targeted to this particular position and be specific for example, instead of people skills, choose conclusive communication or those like relationship building.

- **Question 7: What do you consider to be your weaknesses?**

Answer: What your interviewer is really trying to do with this question, beyond identifying any major faults, is to calculate your self-awareness and honesty. So, “I can't meet a deadline to save my life” is not an optimal answer, but neither is “Nothing! I'm perfect!” a good one. Strike a balance by pointing out something that you struggled with but that you're working to improve. For example, maybe you've never been confident while speaking in front of public, but you've recently volunteered to run meetings to help you be more comfortable when talking to a crowd.

- **Question 8: What is your greatest professional achievement?**

Answer: Nothing other than “hire me” question can be better than a track record of achieving amazing results in past jobs, so don't be shy when answering this interview question! A great way to do so is by using a unique method: Set up the situation and the task that you were required to complete to provide the interviewer, for example “In my last job as a junior analyst, it was my role to manage the invoicing process”, but spend the bulk of your time describing what you actually did and what you achieved. For example, “In one month, I simplified the process, which saved my group of 10 man and about 10 hours each month

resulting in reduced errors on invoices by 25%.”

- **Question 9: Where do you view yourself in the next five years?**

Answer: If asked this question, be true and specific about your future goals, but consider these important points: A hiring manager wants to know a) if you've set realistic expectations for your career, b) if you have ambition,(this interview isn't the first time you're considering this question), and c) if the position aligns with your goals and growth. Your best point is to think realistically about where this position could take you and you may evaluate future possibilities of success. And if the position isn't necessarily a one-way ticket to your aspirations, it's okay to say that you're not quite sure what the future may hold for you, but that you see this experience playing an important role in making important decisions.

- **Question 10: How do you deal with pressure or stressful situations?**

Answer: "Choose an answer that shows that you can solve a stressful situation in a productive, positive manner and let nothing stop you from accomplishing your goals. A great approach is to talk through your stress-reduction tactics, stopping to take 10 deep breaths, and then share an example of a stressful situation you navigated with ease.

- **Question 11: What are your salary requirements?**

Answer: The first rule of answering this question is doing your research on what you should be paid by using sites like Payscale and Glassdoor. You'll likely come up with a range, and we recommend stating the highest number in that range that applies, based on your experience, education, and skills. Then, make sure the hiring manager knows that you're flexible. You're communicating that you know your skills are valuable, but that you want the job and are willing to negotiate.

- **Question 12: What do you think we could do better or differently?**

Answer: This is a common asked by startups. Hiring managers want to know that you not only have some background on the company, but that you're able to think critically about it and come to the table with new ideas. So, come with new ideas! What new features would you love to see? How could the company increase conversions? How can customer service be improved? You don't need

to have the company's four-year strategy figured out, but do share your thoughts, and more importantly, show how your interests and expertise would lend themselves to the job.

- **Question 13: What makes you unique?**

Answer: Employers often ask this question to identify why you might be more qualified than other candidates they're interviewing. To answer, focus on why hiring you would benefit the employer. As you don't know the other applicants, it can be challenging to think about your answer in relation to theirs. Addressing why your background makes you a good fit will let employers know why your traits and qualifications make you well prepared.

- **Question 14: What motivates you?**

Answer: Employers ask this question to gauge your level of self-awareness and ensure your sources of motivation align with the role. To answer, be as specific as possible, provide real-life examples and tie your answer back to the job role.

- **Question 15: Describe your dream job.**

Answer: Three words describe how you should answer this question: relevance, relevance, relevance. But that doesn't mean you have to make up an answer. You can learn something from every job. You can develop skills in every job. Work backward: Identify things about the job you're interviewing for that will help you if you do land your dream job someday, and then describe how those things apply to what you hope to someday do. And don't be afraid to admit that you might someday move on, whether to join another company or even start a new business. Employers no longer expect "forever" employees.

Do's and Don'ts during an interview

Do's

1. Dress appropriately. Extremes in fashion or very casual clothes should generally be avoided. Look neat and clean.
2. Be punctual. Make sure that you are 10 minutes early and if you are going to be unavoidably detained ring and let them know.
3. Express yourself and your views clearly.
4. Bring a copy of all relevant documents, so you can refer to them if necessary.
5. Listen carefully to the questions and answer clearly and thoughtfully.
6. Make eye-contact. Remember to talk to the person (not the top right-hand corner of the room or at their shoes).
7. Make sure you fully understand the question and query any point about which you may be doubtful.
8. If you are being interviewed by a panel, ensure that you direct your answer to the person who asked the question, while still including the other interviewers by making brief eye contact.
9. Ask questions. Selection is a two-way process. They select you, but you also select them.
10. Be aware of what your needs are, so as you can assess how well the company can fulfill them.
11. Be Confident. Remember that you applied for the position because you thought that you could do it.
12. Show enthusiasm for the company and the position.
13. Remember that they already like you. Employers don't interview everyone. They only interview those people who they think have the right skills and experience to succeed in the position. Consequently, in the interview, you maintain and improve on the positive image that you have already created.
14. Make sure that you always present your skills in a positive light. Even when describing your weaknesses you should always show them what you are doing to rectify it.
15. Make sure that you have an idea about where you want to be in the future and can relate the future goals to your application for the present position. You must be able to answer the question "Where do want to be in five years time?"

Don'ts

1. Don't dress too casually or look untidy.
2. Don't make derogatory remarks about past or present employers.
3. Don't fidget or twitch, try to control other nervous mannerisms.
4. Conversely, don't sit there like a statue. If you feel more comfortable talking with the aid of your hands for emphasis, then use them, but try not to be too excessive in your gestures.
5. Don't interrupt the interviewer before they have finished asking you a question and never finish their sentences for them.
6. Don't Lie. If you have to lie about what you are like or your abilities in order to obtain the job, you are likely to find yourself in a position that you don't really like and probably one in which you will have problems fulfilling successfully.
7. Don't worry if you answer one question badly. Treat each question individually. Remember that if you mess up the second question but answer the next 15 brilliantly they won't place much emphasis on the second question putting your poor answer down to nerves. If however, you get so caught up in chastising yourself for making a mistake, you will continue to make mistakes, have more problems thinking about your answer and finish feeling extremely anxious and knowing that you made a mess of the interview.
8. Don't talk about salary, holidays or bonuses unless they bring them up.
9. Don't answer questions with a simple yes or no. Make sure that you explain your answers completely.
10. Don't wear too much perfume or aftershave.
11. Don't smoke even if invited to do so.

Conclusion

Entering college life includes a lot of drama, friends and emotions. As a college student, one has to excel in critical thinking about the future. By the end of the college, a student realises the power of real world and what it demands from them which could be pretty overpowering and full of pressure. The final years of college could make you experience fear of getting a good placement. The placement gives the students an opportunity to learn skills that are specific to their interests. Completing a placement can sometimes lead directly to ensuring employment with the same employer. It is estimated that the average salary of students who have some placements is 8% higher than those who do not have any.

The first step to get a good placement is to get a good company, the company with a desired package. After considering several factors like job effect, company size, covering threats, sharing purpose and other factors, a person decides a good company. When going for an interview, the most important thing is dressing. Dress in a manner that is professionally appropriate for position as it makes the first impact even before uttering a word.

A lot of points are to be considered before dressing for an interview. Another important aspect is the seating behaviour, the way to behave while sitting. One should not lean in, cross arms and fold legs, rather one should put back towards chair and be confident. Your communication skills are crucial to your behaviour, you must sound confident while giving answers and also you must ask questions to prove your points, also other several points are to be taken care of while communicating. Some of the most questions include why should we hire you?, what do you know about the company?, what are your salary expectations? And many more that should be answered accordingly depending on your position. There are several do's and don'ts that become the basis of your selection like, dress accordingly, don't sit by folding hands, should ask "may I come in?" at the door,

Don't lie about your experiences, you must raise questions to show your potential, talking politely through hands, showing palms, not showing any rude behaviour, full engagement with the interviewers, not hiding any weakness, any past mistakes, not showing off and numerous other. Giving an interview is an easy task, just carry your brightest smile and confidence on your face and let your inner self be motivated enough to get you through the doors of your desired job.

All the best!

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A graphic with a pink background and several overlapping circles in shades of orange and pink. There are also several teal-colored pill-shaped elements scattered around. The text "Wish You All the Best" is written in a large, white, sans-serif font in the center.

**Wish You
All the Best**

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