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"ONLY YOU CAN DESIGN YOUR CAREER

BUT NO ONE ELSE"

TELL ME ABOUT YOURSELF?

Most of the times this is going to be the common question – may be in different words – which will be asked to you! You can define path of the interview through answer to this question.

Interviewer wants to see you overall as a person, and how you relate to the job. So make sure to draft a small elevator pitch for yourself answering following questions:

- 1) Who you are? (Mention about your education only concisely)
- 2) What's your total experience & what's your current role and what you do? What are your achievements in that role and what you bring along?
- 3) What are your past experiences? How those experiences relate to the job opening?
- 4) Mention about interests and accomplishments that relate to the new role and why you are interested in that?

Make sure your answer doesn't exceed 60 to 90 seconds!

RESEARCH ABOUT THE COMPANY AND ROLE

Interview is the only way for the hiring manager as well as you to know each other better. Keep in mind, the idea of interview is what's common among you, the team you will be working in, products or services you will contribute to and the Organization.

That's why researching about the Company and role is the key to seal the deal!

After researching make sure to highlight in all your answers and stories that how you can fit into the Company, the team and what your contribution can be to the products or services.

KNOW YOURSELF DEEP DOWN

Before even preparing resume (to perform well during the interviews), you must sit in your moments and see who you are professionally, what you are capable of and what best do you have which anyone can benefit from.

After knowing yourself better – strengths, weaknesses and capabilities – you will sell yourself more accurately and more focused on the position requirements and product needs!

In addition, you will be more confident, natural and convincing making you better fit for the role.

WHAT CAN BE ASKED DURING THE INTERVIEW

Clearly, you cannot predict what an interviewer can ask you during the interview. Though you can definitely predict the range of areas interview is going to touch during the interview process to judge you as a potential candidate.



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This research will be the guiding path to your preparation for the interview day. Remember that if you prepare for the interview with goal of the interviewer in your mind you will do far better than you think.

So to do this, you have to study following:

- 1) Research job description – word by word and line by line to know how the ideal candidate is going to look like
- 2) Research about what Company does and how – Go through Company website, press releases, history, blogs, markets view on the Company, etc
- 3) Know who is the interviewer – What's his background, what he does now and how is he related to the position, how people look at him

Now you know about the Company, its products and interviewer, so you have the information about what is the expectation of the interviewer from an ideal candidate for the position.

After defining an ideal candidate for the position, you have to make sure how you meet all the expectations expected from an ideal candidate!

RESEARCH THE COMMON QUESTIONS

Now as you are clear about the expectations from you, it is time to start looking for interview questions that are generally being asked. Not only focus on technical or domain related questions but also focus on behavioural as well as soft skills related questions.

You can look in following directions:

- 1) Talk to people working in the Company, understand what they do and how they do
- 2) Talk to people in the same profile you are looking to move into, understand their day to day challenges – you can do informational interviews with them
- 3) Google about the interview questions in that profile and domain and also look for non-technical questions
- 4) Research the target international job market interview questions if you will be moving abroad

PRACTICE! PRACTICE! PRACTICE!

You can look for the interview process if you haven't attended an interview for a while.

Afterwards you can take following approaches to practice for the interviews:

- 1) Practice answering all the questions which you can expect during the interview – record your answers, analyze for mistakes and improvements
- 2) Interview with someone else – give the person all the questions in the form cards and ask them to interview you formally. I am sure you will know a lot of new things about you. Try it!
- 3) Create rules for the mock interviews with others to have a real interview situation



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Once you follow these practice approaches, you will definitely perfect your interviewing process and technique!

DEVELOP CONNECTION AND BUILD RAPPORT

Most people go along with the people alike them, interviewer is no different human being.

Observe interviewer, what kind of person he is, based on that you will be able to figure out his approach during the interview process, you can have your own strategy – formal or friendly!

Keep in mind interviewer always comes with a mindset to hire you, so your job is to see what he wants from you, what he wants you to explain, where he expects you to stop, what he wants to listen more about and what he is not interested into.

You every effort must be to ensure both you and interviewer are comfortable, while interviewer will also do the same to save him another interview after you!

GO WITH YOUR TOOLS

I am sure you must have heard about storytelling during the interview process. Interviews are not only about what you say, but also about how you say!

When you share your experiences and accomplishments during the interview with your answers you will sound more original and interviewer will be interested to know more.

Always think about few stories (tools) which you believe relate back to the open position and the Company, these stories will really help you to shine.

Once you prepare these stories you can always use them as your tools during the interview depending upon question being asked to you and what tool fits in the situation best! So you will be able to explain yourself better and answer questions confidently.