

Assignment_Interview_Skills_31/3/2020

Question: Write a brief of 05 steps for interview preparation

Step1: Understand Yourself

Take a look at what attributes you have. What is your education, how much experience you have. Know about your accomplishments, In what field you are good, your values and work ethics.

Step2: Create Your Personal Profile

You should create your professional resume. Be honest. Try to put the positive side of your career history. Your resume should be easy to understand. Use powerful images by using action words to describe yourself and all your accomplishments. Take views on your resume by a professional.

Step3: Know the Position

Make sure your profile matches the job you are applying for. What duties and role are for the position. Know about work schedules and what are the benefits of the position. Knowing the range of your position will help to form your answers.

Step4: Know the Organization

Knowing basics about Organization is always good like name, whether an organization is private or public, what are products and services they offer, and on what technologies they work on. It will help you to ask questions to interviewer.

Step5: General Tips

You should arrive early for the interview and you must be In professional attire. Know the answers to the common questions. Try to use record videos of yourself to see and examine your nonverbal communication. Know your resume because it is the question bank for the interviewer. Practice your answers and how to deliver those answers.