



Strategies to Crack any Interview

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## Your Notes

Strategies to Crack any Interview



Agenda :

1) Understanding the Stages of Interview

2) Study the Psychology of the Interviewer

3) Important tips to use

4) Body Language

5) Questions not to ask in an interview

1) 5 Stages Of Interview

i) Introduction and rapport building

Introduction some key important thing like passion, interest and how you want to ship your career.

Keep as much as information about the job decription and the role which is will be offered to you.

rapport building : how you showcase you skillset and how you present yourself in front of interviewer.

solution for this stage is strong communicational skills then easily passed this stage.

ii) Discussing interviewee's experience and skills.

in this stage you not open your weaknesses it creates negative impression about you in front of interviewer.

communicational skills, soft skills, technical skills is shown in very proper way so that you language will stronger most important thing.

iii) Interviewee Profiling - The HR asks questions to understand the department or the process the candidate will be a perfect fit for.

iv) Questions to the Interviewer - The candidates uses this opportunity to put any queries in front of the HR related to the company and the working environment.

related to the job role, roles and reponsitibilities , what will be the future opportunity once you get selected. and so on.

v)Concluding - Includes final formalities like shaking hands and wishing.

in this stage show gesture.

virtual interview then thanking to the interviewer.

Offline interview then shake hand with interviewer and say thanking for giving me this opportunity. i am looking for final conformation.

2) Psychology of Interviewer

3) Important Tips to Follow

Give a good first Impression

Body Language

Listen before Answering

Smile-smiling at the right time gives you a confident and exuberant image.

Give Exact Answers

Ex-employers - Never bad-mouth ex-employers.

Be Honest - Never lie.

Know your Resume.

Look for shared Attributes - If the interviewer and you happen to have common interests, it gives you an edge.

Keep things at a professional level - Even if a great rapport has been built, it's always advisable maintain a professional attitude.

4) Body Language.

Don't sit too close to the interviewer. Allow personal space.

Don't look away or turn face down while answering.

Don't use excessive hand movements . Articulate and be expressive but moderately and at desk-level.

Don't make any sudden movements. Make relaxed adjustments in your posture.

5) Questions not to ask in an interview

How old are you?

Are you single/married?

Tell me about your family.

Do you have any children?

Do you have any disabilities?

What is your maiden name?

what are your political views?

Were your parents immigrants?

Do you have any health problems?

personal question don't ask .



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