



Interview Skills Pre-Prep

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Your Notes

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Agenda : Things to do before going for an interview

1. Research about the organization.

Try to understand what is organization culture. In what sector organization deals and what is your job related with that sector.

2. Prepare for the possible questions - and their answers.(mandatory ask to in many interviews)

3. Research career program and training opportunities.

4. Sort out extra support you might need

5. Figure out what to wear

if you are male/ female have a pastel colors (white ,black ,blue) do not wear t-shirts and some funky colors to interview. (as simple as)(groomed properly ex. hair, beard etc)

6. Think of the questions you'd like to ask

first phase of interview the interviewer ask question to you but final phase of interview you have ready with at least 2 question related to domain in you are working or related to the work culture of the company. it might be related to your salary, work culture of organization etc.

7. Practice with friends or family.

create a mock interview environment with your friends and your family members. give the set of question which might be asked in the interview to your friends/family member and give feedback from them so you got different opinion of different people which tells mistakes inside you and overcome/prepare that mistakes. and improve you r self.

8. Read through your notes.

9. Get a good night's Sleep

Before going to the interview the previous day you should have the good sleep so that you have relaxed.

10. Study your resume and know everything about it.

11. Practice your answers to the most common interview questions.

12. Research the company and a the job position you are applying for

13. Good Non-Verbal Behavior.

always maintain eye contact when you are seattng infront of interviewer and at the time of answering questions.

14. Be On Time to the interview

before half an hour before starting of interview

15. Don't Let Nerves Get the Best of You

Don't think outcome about the interview wheather you are selected or not. just focus on the things which have your strengths