

## Successfully Cracking Interviews

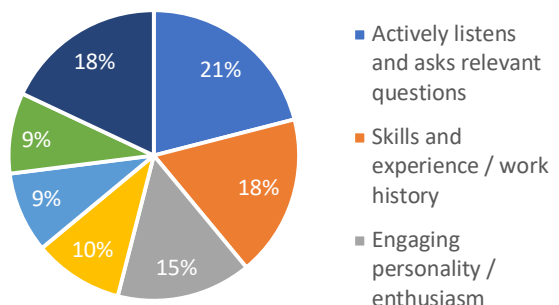
Technical knowledge is key when interviewing for roles, but is that enough to land you your dream job? An interview is a very short time in which business head or HR must understand what your skill sets are, they should be able to benchmark your technical skills, understand your competencies, see your soft skills and access cultural fit with the organisation. In 30 to 60 minutes showcasing all of this can be a challenge. We believe that giving interviews also requires preparation and skill and one must prepare for it to achieve the career growth that we deserve. Here are a few tips that could help you in next interview. Share with us your experience and thoughts on the same.



### INTERVIEW PREP

- **Review your CV** and details shared with the Company
- **Study the role you are applying for** - Read the job description thoroughly and make sure that you understand all the requirements and responsibilities that go along with it.
- **Evaluate if and how your experience can be applied** for the required job - Know your credentials and limitations.
- **Research the product / service of the organization** - Even if the role isn't directly related to the company's product or service, you're still looking to be part of the team. It's important to learn all you can about the product or service the company produces and promotes
- **Research the company culture** - Become familiar with the organization's culture so you can demonstrate how and why you will be an effective employee
- **Prepare what value you have to offer** to the position and the organization

What do you look for in a candidate interviewing in your firm



## **INTERVIEW DO'S & DON'TS**

### **Do's**

- Dress suitably for the industry, be well groomed
- Know the exact time and location of your interview. Arrive 10 minutes early. For a call / video conference, log-in 5 mins early.
- Treat other people you encounter with politeness, respect and a smile
- Offer a firm handshake, make eye contact with interviewer
- Maintain good eye contact during the interview
- Sit comfortably, in a straight posture, don't fidget with a pen, your cv, your folder or play with your hair
- Actively listen to be sure you understand your interviewer's name and the correct pronunciation
- Treat the interview sincerely and show interest in the employer
- Watch the manner of your voice
- Display silent confidence.
- Organize your thoughts
- Apply your knowledge, skills and abilities.
- Think global! Relate "outside" experiences to demonstrate your experience
- Ask questions that highlight that you have researched the organization and the role and take the conversation forward. This is also an opportunity to clarify any doubts that you may have about the role

### **Don't**

- Don't make excuses.
- Don't make negative comments about previous employers, supervisors or colleagues
- Don't treat the interview casually
- Don't give the impression you are only interested in salary
- Don't act as though you would take any job

## **ANSWERING QUESTIONS THE RIGHT WAY**

- Ask for clarification if you don't understand a question
- Be specific, not general or vague!
- Respond to questions and backup your statements about yourself with specific examples whenever possible,
- Speak with correct pronunciation and grammar
- Answer the question and use professional experiences to illustrate how you would react or respond to a given situation.
- Be specific and to the point
- Take responsibility for your actions

## **BE PREPARED FOR BEHAVIOUR-BASED QUESTIONS!**

Employers want to know how you think and how you would behave in different situations:

**Questions such as:**

- Describe a time when you were faced with problems or stress at work that tested your coping skills.
- Give an example of a time when you had to be relatively quick in coming to a judgment.
- Give me an example of an important goal you had to set and tell me about your progress in reaching that goal
- Give me an example of a problem you faced in your last role, and how you solved it.

**Use The STAR Method to respond to Behavioural Based Interview Questions**

- **Situation:** Describe the situation that you were in or the task that you needed to accomplish. You must describe a specific event or situation
- **Task:** What goal were you working toward?
- **Action:** Describe the actions you took to address the situation with an appropriate amount of detail and keep the focus on YOU.
- **Result:** Describe the outcome of your actions and don't be shy about taking credit for your behaviour. Make sure your answer contains multiple positive results.

Make sure that you follow all parts of the STAR method. Be as specific as possible at all times, without rambling or including too much information.

**AFTER THE INTERVIEW**

- Politely thank the interviewer(s) for the opportunity to interview with the company.
- Extend a handshake and show interest about the career opportunity.
- Consider following up with a thank you note or e-mail of appreciation to the interviewer(s) to further show your interest.