

HOW TO DO BEST IN INTERVIEWS PART-1

This article is intended for all those who are either appearing interviews for their first job or planning to change job or organization for a better prospect.

There are various modes of Interviews

One to One

Panel Interview (multiple interviewer will be accessing you)

Telephonic

Video Conferencing

Through Assessment Agencies

For fresh college pass outs most reputed organizations follow the process of Written Test (can be online test), Writing skill Test (optional), followed by Technical Interview / HR interview. The process steps may vary depending upon the organization.

For experienced candidates mostly direct interview is held.

The points we note below will help a candidate who are either appearing interviews for their first job or planning for a job switch.

RESEARCH ABOUT THE ORGANIZATION: try finding out about the organization, when established, who are the founders, what are the products or services offered by the organization. Your source can be internet, social media or through your own contacts.

LIST UP COMMON QUESTIONS ASKED: Some questions asked in job interviews are common (mostly to access personality, IQ, and mental orientations and attitude). So, list up such questions and also responses to such questions.

DRESS PROFESSIONALLY: Select dress material that will give you most professional look. Keep in mind about the culture of the organization, the location and local sentiments that varies from city to city or countries.

REACH IN TIME: Reach interview venue in time. Late arrival creates a very negative impression.

KEEP RELEVANT DOCUMENTS: keep extra copy of CV, copy of all testimonials. Also carry a notebook and pen.

FIRST IMPRESSION: remember first impression is the last impression left in most cases. Be polite and offer wholehearted greetings to everyone you meet.

POSITIVE ATTITUDE AND BODY LANGUAGE: Keep positive attitude and maintain a body language that reflects positivity, energetic and enthusiasm.

ASK RELEVANT QUESTIONS: you may ask questions about the type of job, organizational structure, what the employer expects from you. Do not ask questions to find only benefits you are looking for from this job. You can ask about the package only when you get clear indication that you are selected. Keep knowledge about package offered by the organization, or package offered by other organizations of equivalent stature. Do not talk or demand absurd and also remain aware about your potentials. Remember no one will buy a junk.

DEVELOP FACTORS THAT HELP YOU TO SELL YOUR CAPABILITIES: the most qualified candidate is not always who is selected for the job. Employers try to find the best fit professional according to their needs. Show your willingness to work for the organization, willingness to take up challenges, and show them that you are comfortable to changes needed in you to be a best fit for the job.

In PART-2 we will go into deeper details.