

Mastering Interviewing Skills

Student's Guide by Arjun Lyngdoh

UrbanPro Award-Winning Trainer – Top 100 Tutors in India | Top 10 in Spoken English | Top 10 in Communication Skills | Top 10 in Personality Development | Top 10 in Soft Skills

What are Interviewing Skills Really?

Interviewing Skills are not just about answering questions correctly. They're about demonstrating clearly and confidently why you're the best fit for the role.

Strong interviewing skills include:

- Clearly structured answers
- Authentic storytelling (using experiences, not memorised answers)
- Confidence without arrogance
- Effective body language, eye contact, and expressions
- Asking meaningful questions

Interviews measure how you communicate your value—not just what your resume says.

Common Mistakes People Make in Interviews

- Mistake: Speaking too much or too little
Fix: Keep answers clear, structured (use STAR: Situation, Task, Action, Result)
- Mistake: Being too casual or overly formal
Fix: Mirror the professional tone of the interviewer while remaining authentic
- Mistake: Weak body language (slouching, avoiding eye contact)
Fix: Sit straight, maintain comfortable eye contact, and use controlled hand gestures
- Mistake: Not researching the role or company
Fix: Always do your homework—know the basics about the company and role

What Makes a Strong Interview Answer?

Strong answers follow the STAR method:

- Situation: Briefly describe the context
- Task: Explain your responsibility or goal
- Action: Share exactly what you did
- Result: State the outcome clearly (ideally measurable)

Example:

Q: Tell me about a challenge you overcame?

A:

- S: In my previous job, we faced a major deadline issue.
- T: I was responsible for coordinating the team.
- A: I quickly reorganised the team roles and streamlined our workflow.
- R: We met the deadline two days ahead, and our client satisfaction rating increased significantly.

Key Interview Tips to Remember

- Prepare your stories — Have real-life examples ready for common questions
- Dress professionally — Always match or slightly exceed the expected dress code
- Practise answering aloud — Comfort speaking out loud removes hesitation
- Pause when needed — It's okay to think before you respond
- Show enthusiasm — Let the interviewer feel your genuine interest

Practice Task: Simulate an Interview

Step 1: Pick three common interview questions

Step 2: Record yourself answering them aloud (2 minutes per answer)

Step 3: Watch it back — check your body language, clarity, and structure

Step 4: Repeat until you feel comfortable and controlled

Common questions to start with:

- Tell me about yourself.
- Why do you want this job?
- What are your strengths and weaknesses?

Final Thought

Interviews are not exams—they're conversations. They're your chance to clearly communicate your value and personality.

Be structured. Be authentic. Be memorable.

— Arjun Lyngdoh

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