

Some do s and don t when you are going for your interview

Do you remember your first day in college? Your first motorcycle? You re first Mercedes? And most importantly your first Job interview?

Hey, we always remember the thing which we do for first time. And most importantly we also remember the effort, pain; planning etc we do for that first thing. There is always a first time for everything and so with the job interviews.

In our life our first job is as important as our first job interview. We always learn every right from womb to the tomb. In India, every year more than 30 lakhs people pass out from their colleges, with a goal to enter in a good job, good professional life and this is the time when a student enters into the world of reality.

It s very important for one to prepare for their first job interview as we do when first time we go on a date. So the big question arises, how you will do that? (I am talking about job interview)

Being in HR vertical I have personally interviewed many people right from a fresher to people who were having more experience than my total age. From my experience I have learnt what as a recruiter I like and here are some of the five most important things that you should do when you are going for your first job interview.

1. Collect information about the company and job where you are going.:-
2. Be on time for the interview: -
3. Dress properly:-
4. Body Language: -
5. This is your last job interview:-

or

This is not your last job interview

1. Collect information about the company and job where you are going.:-

Before going for any interview, the first thing that you should do is to know about the company where you are going. Make sure you know following things about the company:-

- a) Company name and the name of important management people.
- b) In which business / industry the company is and who are main players in that industry.
- c) About the job you are going to do (If you get the job description before interview).
- d) Basic Knowledge about the industry in which company falls.
- e) Major clients of the company. (If you can find it)

The above list is not the final one there are many more thing which you can find about a company. This information will increase your confidence, create an impression about you that you really want this job and associated with the company.

Source of Information:

- a) Internet (search engines).
- b) Company s official website.
- c) Your friends who may be working in that company.
- d) The Placement agency who may have lined up for interview in that company.

2. Be on time for the interview: -

Punctuality is must at the time when you are going for an interview, unless and until there are some major problem. Always plan and keep spare time with you to reach the destination on time. But keep on thing in mind, even reaching one hour or two before interview timing is also not good. This makes you more nervous and most of the time you start feeling bore, so when you actually enter in interview cabin you feel exhausted and sleepy. And you tell me who needs a sleepy horse for the race.

3. Dress properly:-

Clothes are very important because its increase the confidence level of a person and make him / her comfortable. Always look good and be confident because the person on the chair in front of you always creates a first impression about you from your dress, dressing style, body language.

Do s For males: Shirt and trouser are the preferred one in India.

For Female: Shirt and trouser or salwaar kameej.

Don't: Don't wear jeans, t-shirts or revealing clothes. Don't put strong perfume on your clothes. Don't have too many accessories on your body.

4. Body Language: -

Your interview starts from the moment you enter in the cabin as the interviewer starts analyzing your body language. Before entering the interviewer's cabin always take permission from the interviewer to come in. Maintain a proper eye contact (please don't stare) and listen carefully what he is saying and show your interest in that. The best way you can show your interest is lean a little bit forward, hand movements, if you don't understand any point ask it (but don't ask every time to repeat the sentence). Always be calm do not speak like a jet plane, take your time and think before giving any answer (but don't ask for the time to think. You have to run your brain like a jet plane).

Don't keep your hands on the table and cross your legs.

5. This is your last job interview:-

Keep in mind you have to get this job, there is no other option for you, so at any cost you have to get this job. This feeling and attitude will help you in giving your 150% in the interview and you will be more confident will do everything; give the right answer for cracking the interview.

This is not your last job interview

Whenever you are going for an interview always make a statement in your mind that this is not your last job of your life this feeling gives you the confidence to express yourself completely in front of the interviewer. It removes nervousness and helps you in presenting what you are. Learn to fail because that gives you the confidence for the next time.

NOTE: I have given two options above; as I feel everyone is having different behavior and thought. It's on you to decide which option you want to select.

The above mentioned points are just some of the few things that you should do before going for an interview. There are many other things which one can do but if you follow the above mentioned requirements it will considerably improve your selection chances.

So, I am sure you will crack your job interview.

How would you like a 75% chance of getting the next job you interviewed for?

Congratulations! You've just found what you've been looking for.

You've got an important job interview coming up. You might be tired of not getting the nod after countless interviews that seem to have gone well. Perhaps the thought of a job interview makes you go cold. Or you realize that your interview technique needs improving. Maybe you've never had any proper interview training.

So you've started to look into what tips and advice you can find online. After a little research it hasn't taken you long to start getting conflicting advice. Some "tips" seem just too hard to believe. You're reading stuff that makes you go "I can't do that. That just isn't me." You might also have realized that, if what you're reading is freely available, then it's available to your competitors too. You might also be wondering if your future interviewers haven't heard all this free stuff before.

If you ever go in to a bookstore looking for an employment interview guide, you will be confronted by shelves crammed with books dealing with job interviews. A cynic might warn that there are so many different titles simply because none of them work. After all, hundreds of titles are added to the list every year. Can all the previous titles now suddenly be redundant? Well, it's certainly true that a whole industry has sprung up providing thousands of interview tips books.

Also, have you thought about this for a second: can an interview book that has sold millions of copies actually make you stand out in a crowd answering the same question with the same answers?

So who's right and who's wrong?

Do all these tips and techniques work? Are some just downright lies? How can you tell?

Sadly, the truth is, in the face of such a tidal wave of information, you can't tell who is right.

No book or article or tip ever provides you with any kind of figures of its success rate. How many books or articles do you think would be in circulation then? (I suspect some printing presses might close down.)

But what if I told you that there is an interview technique that offers you a 75% chance of being offered the next job you interview for?

How would you like to approach any future interview (a typical career involves changing jobs several times) with a realistic sense of confidence? How would you like never to fear job interviews again? Imagine seeing a job interview as an opportunity to get ahead of the pack and not an insurmountable obstacle. How would you like to accomplish all your goals and dreams because your bad interview technique is now a thing of the past?

This method works irrespective of industry and culture. It is easy to understand, quick to learn, easy to do and highly effective.

OK, so why should you believe me? Quite simply because I have had to provide for myself and others off of the back of my being able to interview successfully several times a year.

Allow me to introduce myself. My name is Vaughan Vandenberg. I work as an IT contractor and have to find a new employer 2 to 3 times a year, year after year. Probably not your industry, but please hear me out - you'll be glad you did.

I've been doing this constant job-hopping for 16 years now. I have no degree and have had no training in IT. I am no superstar at what I do. But, what I do excel at ... is job interviews.

Mine is a highly competitive industry, what with others changing jobs as frequently as I have to. My competitors have to interview well to earn their living, so they are quite skilled at job interviews too. However, I get offered 75% of the positions that I interview for. This has been the case in good times and bad, so the current economic downturn doesn't phase me at all.

Initially I had very little idea what interviewing really involved. Out of necessity I had to learn - and quickly - not just the basics, but also the advanced aspects of interviewing successfully. It has cost me time and money in lost opportunities before I hit on what I'd like to share with you today.

There is an innate human characteristic within us all that, once understood, is

THE key to job interviews.

Your Interview Solution to any interview in any industry
How to Impress for Success at Job Interviews is the exciting new interview guide that equips you 100% with the knowledge and skills that you need to successfully sell yourself to even the toughest interviewer.

Human nature remains the same across industries, so don't get hung up about your industry specifics because those questions will only be a very small part of what you will be judged on. If you weren't qualified for your industry, you would not have been called for the interview. So the interviewers are looking for some other information about you.

How to Impress for Success at Job Interviews will quickly prepare you to answer the other tough questions in such a manner that, no matter what any interviewer may ask, you'll be calm, clear and confident - showing them the best "you".

How to Impress for Success at Job Interviews lets you understand each question's meaning and the real motivations behind it. How to Impress for Success at Job Interviews then helps you to formulate clear ways to deal with them.

That means there is no need to learn interview answers off by heart. Memorising answers only pressurises you during the interview. It also distracts you from the other things that need your attention even more urgently during interviews. Answers that come across as rehearsed never convince anyone anyway.

Did you know: No matter what position you are applying for, every interviewer is only interested in 4 things. (Hint: qualifications and experience is just one).

How to Impress for Success at Job Interviews takes what was an uncertain thing in your mind - the interview - and puts parameters and structure around it, making it much more predictable and less intimidating to you.

This no-nonsense guide furthermore provides you with in-depth interview experience and proven methods. It comprehensively equips you with winning tactics and concepts that will help you secure your dream job.

This guide is not another boring list of common interview questions.

Instead How to Impress for Success at Job Interviews expertly assists you in understanding the interviewer's fears and anxieties behind every interview question. Once you understand what these concerns are, you can form your best answers that will address those once-tough interview questions.

More importantly, this guide fully details the other often overlooked crucial aspects of interviewing that you need to work on just as much during every interview.

These subtler and somewhat secret areas are what make for a successful interview. You will discover in detail what these are inside How to Impress for Success at Job Interviews - and how to take advantage of them.

This is what will set you apart from your competition.

Who is this extraordinary guide produced for?
This guide is for you if

... you have never had any formal interview training.

... you want and need to improve your interview technique.

... you are going for your first ever serious interview.

... you want know the most commonly asked questions at an interview.

... you have a history of failure at job interviews.

... you feel stressed about the prospect of a job interview.

... you're looking for great interview tips.

... you never know what to say when they ask, "Do you have any questions?" (HINT : This is vital to your chances.)

... you need some sensible, practical interview advice.

... your fear of job interviews has held you back in the past.

... you want to know what a winning interview performance looks like.

... you want to remedy an area of your interviewing technique that you're uncomfortable with.

... whatever your requirement, this guide will definitely help you.

Any process of selection, whether to an academic course or to a job, invariably involves one or more rounds of interviews. At the heart of these interviews are question-and-answer sessions designed to evaluate your potential and judge your capability for the role you are expected to assume.

If this interview is to ensure your selection to the B-school of your choice, this is what you need to keep in mind:

Why interviews are held

It may sound simple, but here's the main thing to remember about personal interviews -- the interviewer doesn't know you. He will form an opinion based on every thing from what you wear, to how savvy you are about the B-school, to how you ex

press yourself. Doing -- or not doing -- little things you may not even think about can ruin your chances of getting into your dream B-school.

The difference between a GD and PI

The Group Discussion gives the B-school an opportunity to evaluate your team skills. The Personal Interview gives them an opportunity to evaluate your candidature more holistically and see for themselves whether you would fit into their institute and into the profession of management.

Compared to the GD, the PI is more predictable.

In a GD, you are totally at a loss as to whether it will be a case study or a topical discussion. You do not have the faintest clue whether the topic will be factual, abstract or controversial. Even the duration of the GD and the number of people who will participate in it are not undisclosed.

In an interview, though, you can predict which areas you will be questioned on. Therefore, there is simply no excuse for going unprepared for an interview.

In order to systematically prepare for a personal interview, you will first require to identify the areas in which you will be questioned.

Areas of questioning

The areas of questioning can be broadly divided over the following parameters:

Academic/ technical

If you are a fresh graduate, one of the first questions you may face is, "Which is your favourite subject"? You say, "I like Managerial Economics." This is a cue for the interviewer/ interview panel. Questions ranging from the concepts of Utility to that of Giffens to the nature of the parabolic shape of the break-even curve may follow, and you had better be prepared to answer them.

The logic behind asking questions like this is to make sure you have actually understood your concepts in college and to check your attitude towards things you have already done or are doing.

Your favourite subject can be the paper in which you scored the highest marks in college or had done a paper presentation on. It can even be a paper which you think will be a logical extension to your MBA dream. However, whatever subject you choose should really be your favourite subject.

Preparation for this question is like going back to the good old college days. Dig out your old college textbooks and start preparing for the section you will name your 'favourite subject'. Ensure you know all the basic concepts and have the ability to explain them in layman's language to the uninitiated. Why this is your favourite subject and how management will be its logical extension are issues you should be comfortable explaining.

Work experience

People with work experience may be questioned on a range of topics including job content, employer profile, market scenario, their personal achievements, etc. It is important to note that the kind of job you did is far more important than the employer's name.

Broadly speaking, the type of questions can be broadly classified to test your interest, competence and passion with which you take on your work.

Some issues for which you should prepare responses include:

How your job fit into the business process of the company

What you have learnt -- categorise into technical knowledge, acquired skills and intangible skills

Product/ service range, turnover and sales figures, growth rates, future plans, business strategies employed, etc

Analysis of the respective market/ sector and the present issues facing the market

SWOT of the competitors

Any awards, commendations, business achievements, singular feats and how you accomplished those

10 tips to impress an interviewer

Career is a very important aspect of our life. In today's world, we spend more time at work and with our colleagues when compared to the time we spend at home with our families. Because work is so important, most of us want to succeed in our career in order to believe that we have succeeded in our life. Sometimes, a single job opportunity can differentiate success from failure and it is all about never letting this opportunity pass you by.

So here are some tips to make sure you not only use the opportunity but you emerge successful out of it simple 10 ways to impress an interviewer.

1. Sync

Even much before you attend an interview, you need to first get your mind set on the job. The best way is to dream about the job and make your subconscious mind want it. Identify any deterrents to your subconscious mind about getting this job and eliminate them. This way you can let your subconscious mind roam freely and it starts wanting it without your conscious mind really knowing it. This is very much important because we are all dominated by the power of the subconscious when compared to the conscious.

2. Rehearse

The Internet is full of materials that are very handy to prepare for an interview and try and go through them as much as possible. Try and imagine that you are in a meeting room and attending an interview and think of possible questions that can be thrown at you and how you would be able to answer these. This helps in the actual interview by easing pressure.

3. Dress Smartly

The most important thing after preparation is being presentable. Research what is the dress code before attending an interview and dress accordingly. It is better to dress for at least 2 levels higher than the post being interviewed for. As with most cases, first impression is the best possible impression and this is definitely true in an interview.

4. Don't Panic

Once you know you have worked on the preparation part both mentally and on presentation, the other thing to try and remember is to maintain your cool. There is a famous saying that one of my bosses used to say, "You either get things done or get tensed". I believe that summarises all. If something can be achieved by getting tensed, then that has got to be failure.

5. Portray Confidence

At the interview, try and concentrate on the questions that are asked and be confident while replying to them. Confidence, in particular, self-confidence is a key to having a successful interview. If you do not believe in yourselves then it is very difficult to make the interviewer believe in you. On the other hand, it is perfectly OK to say "I don't know" to certain questions instead of trying to guess the answers. This gives credibility and shows you are straight forward.

6. Be crisp and to the point

Though an interview is all about selling your skills, try and be crisp and to the point. This doesn't mean you shouldn't explain what you know or are capable of doing but this means not really explaining every tiniest bit of detail.

7. Analyse the personality

Right from the start of an interview, try and analyse the personality who is interviewing you and understand what kind of characteristics he is looking for in a candidate. Some characteristics are not publicised in the job specification but interviewers look for those during the interview. These generally are soft skills like a team player, a flexible personality etc. The quicker you analyse and understand the interviewer's personality the easier it is to suit your response to his needs.

8. It's a two way traffic

Interview is about making sure you and your potential employer get the best possible working relationship and eventually the best possible business output. It always helps to remember that the company needs you as much as you need the company. So ask as many questions as you may have and get them clarified before you join a job.

9. Learn from mistakes

As they say, "Failure is the first step to success" not if you don't learn from the failures. Only people who learn from their mistakes can be very conscious of their pitfalls and be able to perform better the next time. So when you lose, don't give up. Just try and understand what went wrong and how that can be rectified.

10. It's not the end of life

An interview is definitely an opportunity for a better future. But it is not the end of the world. If you lose in an interview it doesn't mean you have lost in your

ur life. Always target to give your best shot and take it easy if things don't work out that particular time. They eventually will!

How to impress the Interviewer in Telephonic Interview?

Companies are opting for telephonic interview to lower their expense and burden. Interviewer is screening candidates through telephonic Interview from large resume data. It is most important to prepare yourself for the telephonic Interview round. The tone and way of voice presentation is going to do things better.

Make sure that your resume is nearby or with you at the time of interview, so that you may need to answer from your resume. Always have a habit of having pen and paper with you; you may have a need for it. Have a glass of water nearby at the time of Interview.

Be in the quiet place before the Telephonic discussion. Make your mind relax and calm. Make sure no noise at the time of interview; be in a calm place where there is no distraction.

Wish interviewer in a pleasing manner. Don't speak very soft, loud or fast, if you talk in that way, there are a lot many chances to fail in the Interview. Don't interrupt interviewer when he is speaking. Be patient until the question has been asked. Don't predict the question and say answers. If your predicted question is wrong, then your answer will also be wrong. Use Interviewer name in the conversation. Always use second name and not the first name.

Talk clearly and precisely, avoid using slang in the telephonic interview. It may do great harm for the selection process.

Avoid eating, drinking and chewing gum. Speak with the pleasing smile. Even though it is not a direct Interview, they can identify from your way of talking. Avoid food at the time of Interview.

Tips to succeed in telephonic Interview

Be ready for likely questions

Be in a calm place

Avoid eating

Smile and talk

Talk clearly

Keep documents

Be relaxed

Avoid single word answers

Be confident

Telephonic etiquette is important, Telephonic Interview etiquette is most important

ant.

One important thing - NEVER APPEAR busy. It can irritate the interviewer
If the caller is late by a few minutes dont show your frustration. Really - they
are busier than u think
Talk to the point - avoid beating round the bush
Ask what the next follow-up action from your end should be, dont keep pestering
them by calling them each time and asking for the update
Remember to get the email address of the person at the end of the conversation -
always follow-up first through emails
Be well prepared for questions that you know you will be asked
chose a calm place for you to sit / walk and talk. - I have had this bad experie
nce when I was staring at a beautiful piece of art work while being tele-intervi
ewed, that I almost missed on certain key points and sounded less interested.
Avoid having people around you - you see, u never know if they have noticed you
or not...some people just walk up to you while you are on a call, and try asking
you things that can be answered anyother time... or probably wait dutifully in
front of you, till you are done wit that call.

How can I impress during my phone interview?

While you're talking, give a big smile. You'll feel like an idiot, but it will m
ake you sound more cheerful on the phone.

I always make a list of notes of things that I think make me sound impressive to
a potential employer - bullet points that I want to be sure to work in. While I
'm being asked a question, I'll look over my "cheat sheet" and think about how b
est to work those points into an answer - but of course being careful to not sou
nd like I'm reading a canned answer off of a cue card.

I find that phone interviews are extremely nerve-wracking, since I can't really
read the body language of the person I'm speaking with, so my mind has a tendenc
y to go blank when I'm asked a question.

I also will (I know this sounds terribly cheesy) sort of rehearse answers to que
stions I think they're likely to ask me, things like "tell me a little bit about
your professional history" or "tell me why you think you'd be good for this job
." I might write some of that down as well.

Finally, I'd make sure to drink some water and warm my voice up a bit, if I were
home alone and hadn't spoken to anybody in a while. If I were taking a phone in
terview during my regular workday, I'd be sure to get out of the office a good f
ifteen minutes early, and drive to someplace quiet where I had good cell recepti
on.

The real thing to keep in mind, no matter what, is to sound as upbeat as possibl
e. You should come off as enthusiastic, confident but not cocky, likeable and ca

pable. These are all often easier to get through in person. Look at yourself in the mirror when you're talking - your eyebrows should be up and your eyes should be bright when you're explaining why someone wants to hire you.

Wow. I sound really anal and insane, don't I? But, I always ace interviews. Heh.

Phone Interview Questions

There are many reasons employers may prefer a phone interview. Usually, they are just too busy and don't want to waste their time on first interviews. It takes about 30-40 hours (a whole work week) to interview ten candidates.

The phone interview is also a very efficient screening tool. By asking 10-12 phone interview questions, an interviewer can quickly decide if this person is right for a face-to-face interview. Phone interviews are also very easy to end. If after 20 minutes the interviewer decides you are not right for the position, she can end it right there. On this page, you'll find many phone interview questions and answers that will help you get a face to face interview.

There are many reasons why you may prefer a phone interview, too. Remember, you are interviewing the company to make sure this job is right for you. You can ask pre-qualifying questions about salary or travel requirements without wasting your time with a full interview.

A phone interview should make you feel more at ease, especially if you interview from home, but remember there are more distractions at home. Your ultimate goal is to impress the interviewer and work towards a face-to-face interview.

Congratulations! You've been offered a phone interview - this is your first chance to impress your interviewer.

Phone interview questions and answers

Being prepared for a phone interview is just as important as an on-site interview.

Carefully schedule your phone interview. Try to schedule your phone interview when you can be at home with the fewest distractions. If you are currently working, don't schedule your phone interview while you're on the clock - you can make arrangements for a time before or after work, or even at lunch. Your interviewer will not test your integrity and loyalty to your current employer.

Do your research. Learn as much as you can about the company from their web site and other sources. A phone interview can be just as in-depth as any other interview. Researching the company ahead of time will impress your interviewer. It will

ll show that you are sincerely interested in the job and the company.

The Day Before The day before your phone interview is an important day to prepare. This is your last chance to be completely prepared for your interview. Don't let your interviewer think that this phone call is not as meaningful to you as if it were a face-to-face interview.

Follow many of the same steps you would for an on-site interview, but you have some extra challenges with a phone interview. Here are some important things to arrange for a phone interview:

Make a Portfolio

Keep a copy of your résumé and references at hand.

Write down your interviewer's name and phone number.

Set out a notebook to take notes during the interview and a pen that writes.

Have a list of phone interview questions you want to ask the interviewer.

Make a list of your strengths and jot down a couple success stories (in shorthand to jog your memory) to have ready during the phone interview.

Print a copy of the job description and keep it in front of you during the interview.

Review and practice all your success stories, whether they are work stories or academic achievements, a good story is much more interesting than a bullet-point list of job skills.

Make sure your answers are clear and succinct. You should practice answering interview questions with a friend or family members.

When practicing, avoid terms such as like and you know and don't sound too rehearsed, as though you have memorized each answer.

Phone interview questions you can expect to be asked:

Tell me about yourself?

Why are you interested in working here?

Where are you working now?

If not, what are you doing?

What is your salary range Where do you see yourself in 5 years?

What is your most significant accomplishment?

What do you know about our company?

What do you know about this position?

Are you willing to travel? How soon can you be available to start?

When would you be able to come in for an interview?

So you have any questions for us?

The Complete Interview Answer Guide will get you prepared with phone interview questions and answers. Inside the guide, you'll find an entire section dedicated to phone interview preparation.

More on Tell Me About Yourself.

Tell me about yourself interview question

by DON GEORGEVICH on 11:31 AM

After you are greeted at the reception area and they take you to the conference room where the interview will take place, you'll shake hands with the person(s) conducting the interview. And generally one of the first questions they will casually ask you is, Tell Me About Yourself.

That's a loaded question if you don't really know what they mean. They don't want to hear you go on all day long rambling about how great you are. If you do this, you're likely to bore them to tears or put them to sleep but what is more likely you'll hear the words don't call us, we'll call you.

It's crucial that you make a good positive impression when you tell them about yourself in the interview. It's a very common question and it's easy to answer and you really should take some time to prepare for it.

So what are they looking for when they ask you: tell me about yourself in a job interview?

Let the Complete Interview Answer Guide show you how to answer any interview question.

The best way to answer this question is to give them your 20 second elevator speech, but it's okay if you go over the 20 seconds, but it's important to keep your answer brief. I would suggest no more than 90 seconds with 60 seconds being the ideal length. Don't just base your answer on a time limit as these are just guidelines.

The way I see it, if you tell them about yourself in 60 seconds, and they want to know more, then keep the conversation going and feed them a few more specific lines about yourself, but stay on topic to what they asked.

So what elements make up a good answer to this question?

First, you want to tell them about yourself as it related to the position. Tell them about past accomplishments you've made that are closely related to the requirements for this job. It does not have to be exact, but keep it as close as possible.

Briefly talk about the company you are currently working at or where you most recently worked.

Bring up two or three of your most significant accomplishments.

Talk about your most important strengths as they relate to the job.

Then discuss how you see yourself being an important member of their team.

Here are some ideas of things you can say when answering tell me about yourself:

I'm a seasoned Project Manager with an excellent track record of getting things done on time and under budget that resulted in a huge savings of \$1.4 Million for [company name] during the last three years I worked there.

This is a powerful statement because you told them what you did, who you did it for and threw in a number to quantify your results.

Find out how to answer job interview questions the right way

It's always a good idea to put a number or dollar value to your work because it really drives home that you really accomplished something and that you're not making

anything up.

Now it s impossible for me to give you an exact answer for: Tell Me About Yourself because the question is about you, and not me. What you tell them and what I tell them are two different things. I m just here to give you some guidelines for answering this question. The real work needs to come from you.

When you answer this question correctly, you ll separate yourself from your competition and gain much higher favor with your interviewer and overall, increase your chances for the job when you can tell them about yourself in an interview.

More on Tell Me About Yourself