

## **HOW TO PREPARE AND CRACK INTERVIEW**

Interview is a process in which one or more person i.e. interviewer assess the inner qualities of a person to judge if he/she is suitable for admission to a course, getting scholarship, job or any other purpose. The qualities assessed are strength, weakness, interest, values, aspirations and abilities of the interviewee to deal with a situation or a task. Interview is arranged to find out the qualities of a person which can't be assessed by written examination. It is necessary to do well in interview because it opens the door of achieving success.

Most of us feel nervous while preparing for or giving interviews. To avoid it, one should be careful and be well prepared before going to attend an interview. He/she should know very well about the organization. He/she has to have clarity about the purpose or aim of the interview for which the interview is going to be held beforehand. If you have applied for a job and are called for an interview, you should be confident that this job is meant for you only. Ignoring the number of candidates, think that you are the only person fit for this job.

Under mentioned are some of the important points which need to be kept in mind:

### **While preparing for Interview**

- Read and research about the organization from news and websites.
- Your resume should only have details of your actual experience and not those aspects in which you do not have experience.
- Analyze the job description. Fully understand the role for which interview is being conducted by going through the job description.
- Identify the knowledge, abilities, skills and experiences the employer is looking for.
- Prepare questions to be asked by the interviewer.
- Anticipate potential questions and prepare answers accordingly.
- Practice with mock interviews.

### **On the day of Interview**

- Remember first impression is the last impression.
- Dress properly i.e. plan what to wear in advance. Wear formal dress.
- Carry all necessary documents along with samples of your work, if relevant.
- Reach the venue on time.

- Do not be nervous – be composed and calm.
- Trust your abilities and be confident.
- Greet the interviewer with a smile.
- Have patience and be an active listener – do not interrupt the interviewer when he or she is talking.
- Display positive body language by your posture.
- Be courteous and well-mannered throughout the interview.
- Be attentive. Don't ask the interviewer to repeat the question every time.
- Respect their space i.e. don't place anything on their table.
- Answer questions clearly and concisely.
- Manage reactions and project a positive image.
- Pause before answering as it gives time to think and clarity to thoughts – don't rush to answer the questions.
- Avoid negative comments regarding your previous experiences.
- Focus on your strengths and experiences only, and do not discuss the aspects in which you do not have experience and knowledge.

Many interviews end with “Do you have any Questions”. In such situation you can ask to the point questions to seek information only. Do not discuss for clarifying a previous topic or regarding facts which you can find on the organization’s website.