

BE CONFIDENT

STAY FOCUSED, STAY POSITIVE

YOU CAN DO IT!

TAKE THE FIRST STEP

# 12 Tips To Help You Ace That Interview

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## DO YOUR HOMEWORK

- Learn more about the interviewers and their roles within the company.
- Visit the company website to know what they do and who their clients are.
- If they have a product, use it and be prepared to provide a brief review if asked.

2

## ASK ABOUT THE FORMAT

- Be proactive in asking how the interview is expected to progress.
- Ask what sort of questions you can expect. It shows that you are serious about preparing well.
- Ask if it's a one-on-one or a group interview.

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## PRACTICE MOCK INTERVIEWS

- Have a friend or family member ask you mock questions and try answering them.
- It will help build your confidence and get over nervousness.
- Ask for honest feedback to help improve.



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## HIGHLIGHT YOUR SKILLS

- Make a note of the special skills required for the job based on the description.
- Review your past experiences and highlight the ones you need to focus on as 'selling points'.



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## PREPARE FOR COMMON QUESTIONS

- No matter company or position you are applying for, there are always a handful of standard interview questions that are asked.
- Prepare your answers for these and don't worry about sounding cliché. It shows you've prepared well.

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## BE PUNCTUAL

- Arrive at least 10 minutes early for your interview. It allows you to destress, gather your thoughts and be comfortable.
- If you are running late due to unforeseen circumstances, always call the company to inform them. Never leave someone guessing if you're showing up or not!

GIVE IT YOUR BEST

STAY CALM

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## DRESS TO IMPRESS

- It is always a good idea to ask the HR or hiring manager about the company's dress code.
- If in doubt, always opt for business professional.
- Keep your outfit and shoes ready the night before the interview so that you don't waste time.

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## LEAVE A POSITIVE FIRST IMPRESSION

- The first 5 minutes of an interview are often enough to leave a long-lasting positive impression.
- A neat, clean and professional appearance, a firm handshake, a cheerful smile and a greeting are sure to award you bonus points.

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## HAVE YOUR QUESTIONS READY

- Asking smart questions to a potential employer is a great way of telling them that you have done your research about the job.
- Keep your questions concise and relevant to your job position.
- When you are offered answers, listen patiently and carefully.

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## DEMONSTRATE A CAN-DO ATTITUDE

- Often, you may be asked a question that you don't know the answer to. In such cases, it's always good to say that you don't know but are willing to learn and find out.
- If the interviewer asks if you're willing to learn a new skill for the job, always answer in the affirmative.



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## BE RESPECTFUL TO EVERYONE

- Be respectful and kind to every employee you meet, right from the cleaning staff to the receptionist. Smile and greet everyone.
- Often, they are asked for feedback on the candidate's behavior and attitude.

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## KEEP YOUR LIST OF REFERENCES HANDY

- Most interviewers ask for a list of references before or after the interview.
- Have a list ready for them. This demonstrates your preparedness.
- It's also a good idea to speak to your references and tell them that they may expect a call from your prospective employer so that they are well-prepared.

FOCUS!

Sources:

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