

# Applicants' guide to acing interviews



## Reflect



While you are ready to dive into the depths of a job search, it is always imperative to have a self-evaluation about what are you good at and what are you most passionate about.

Self-assurance will help you choose the role that excites you and therefore, help in building a fulfilling career. Before you apply for the role, think about aspects like:

- What are you good at? What is the most rewarding job you have done in the past? How did you accomplish it?
- What interests you and what do you prefer to work on?
- Are you a good team player or prefer an individual contributor's role?
- Are you good at solving problems or pushing the discussion forward?

## Search and apply



After some self-evaluation, you will be better at choosing the role from the available options.

Knowing just the role is not sufficient, seek information about the company, its culture, presence, lines of business, for a better understanding of your fitment with them.

Create a concise yet comprehensive resume that joins the dots between your profile and the job description. Do proof-read your resume and application before submitting to avoid any careless mistakes or miscues.

Thoroughly understand the right process of application (online, e-mail, mail, or walk-in) from the company's resources and complete each step.

Follow-up in due time. Over-eagerness can be misconstrued for desperation or meddlesome behaviour.

## Before the interview



- Do your homework. Read up and understand the job description and company profile. Speak to friends/network for deeper understanding.
- Prepare your questions. Have any doubts clarified in the interview itself when the interviewer gives you the opportunity.
- Remove all accessories that can cause distraction. Ensure that your mobile phone is on silent mode throughout the interview process.
- In case of a virtual/digital interview, test your audio/video and requisite software setup a few hours before the evaluation process, ensuring good internet connectivity throughout. Giving yourself time before the selection process begins, helps calm your nerves and enhances self-confidence.
- Ensure while on the video call - the room is well-lit and there is minimal background noise. Ensure a professional background/setup.
- Dress to impress. Understand the preferred dress code for the company. When in doubt, go for corporate/business/formal attire and footwear.
- Work out a strategy for dealing with stress.
- Anticipate interview questions: Some common interview topics are prior experience(s) or achievement(s), case study, behavioural or skill based. Ponder how you might answer the questions in advance. Take some time to go over such questions with a friend. You may also choose to video record a mock interview and watch your performance for improvement areas.
- Don't forget the statistics. When you are preparing your examples for highlighting personal achievement(s) and/or contribution(s), remember to back them up with stats and data for interviewer to interpret and validate your thoroughness and detail.

## During the interview



- Be yourself. Be honest with your answers. The interviewers are trained to identify unethical behaviour.
- First impressions count. What can we say, the cliché is true. If meeting in person, give a firm handshake and a smile; it'll express confidence. In case of virtual/digital meetings a nice greeting can replace the handshake.
- Pay attention: Don't let your attention wander during the interview and be sure to give detailed yet concise answers.
- Watch your body language. Maintain eye contact, and don't be too rigid (yet not overly relaxed either). Don't be too familiar.
- Take your time. Listen carefully and align your thoughts especially before you answer technical or case-based questions
- Question the question. If you don't understand a question, ask. It shows you are paying attention.
- Be creative but not at the cost of losing context.
- Be open to feedback and avoid defending your idea/view at all costs.
- Don't umm or uhh. Sounds funny, right? Don't fill the pause; silence works better than fumbling.
- Keep a watch on time so that it doesn't fly away unnoticed.
- Practice deep breathing or use any other tactic that helps your calm down and manage stress.

## After the interview



- When prompted to ask any questions that you may have or clarifications you require, ask insightful questions which genuinely interest you. Reiterate your interest in the position and reflect on some of the highlights of the interview. Remember to be concise, gracious — and prompt.
- A closing note like 'thank you for your time' goes a long way to showcase your professional demeanour.
- Be patient for response/feedback. Post the interview, wait for the established timeframe and deadlines to hear back from the interviewer/recruiter. If that date has passed, feel free to send a follow-up note by email to the employer.

Never forget, interviews may not fetch you a job always, but they provide you with valuable learnings and experiences always!

**Good luck! We hope to meet with you soon.**



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