

Dear friends,

I have compiled few job interview tips. I hope it would be useful for our fresh members in pursuit of a jobs.

Best of luck.

Sincerely

CA Ashutosh Lohani
9415464475

- 
- 1. Tips for a first job interview**
 - 2. Common Job interview Mistakes**
 - 3. Job Interview Etiquette**
 - 4. How to Answer Behavioral or Situational Questions?**
 - 5. Conquering Interview Types**
 - 6. 8 Questions to Ask in a Job Interview**
 - 7. 5 Answers: What's Your Biggest Weakness?**
 - 8. The Best Way to Close an Interview**

1. Tips for a first job interview

1. **Know the names and titles of the people you will be meeting.**

Know their names and be able to say upon meeting, "Mrs. Jones, it's a pleasure to meet you."

2. **The interviewer will determine right away whether you have a good chance or a slim chance.**

First impressions are lasting impressions, the first interview is where they are confirming or altering their initial opinion. So, don't leave it to chance.

3. **If offered water or something to eat, decline.**

Thank them, "That's very nice of you to offer, but I'm fine, Thank you." Possibly let them know that they can eat or drink anyway.

4. **A first interview is a popularity contest.**

You need to fit in, so be as neutral as possible in your personal statements and opinions. Everything is interesting and everyone is a positive well intentioned person. Stay in the middle. This is a first interview, not a strategy meeting.

5. **Prepare for the bulk of the interview questions.**

You know the first interview will be all about your history; your responsibilities, your successes, your challenges, what you could improve upon, what you don't like about your current job, what you do like, etc. Know these answers cold, but take a second to think about the answer when you are asked and then nail it. Again, neutral - you loved your last job, but felt that you're ready for the next level. If you can, leave it at that. Don't say you want more responsibility, that opens you up to being asked why you weren't able to get it in your present position. But have an answer for that as well. Don't lie, just try to keep yourself positive and in the middle.

6. **Video tape your responses at home.**

Seeing yourself answer interview questions can be very enlightening. Look for body language, darting eyes, or looking up or down and not at the person asking the question. Note where you keep your hands, what you do with your hands. Don't touch your face, if you can help it. Watch people like Michael Bloomberg or Donald Trump answer questions. Listen to their answers and how strategic the answer can be.

7. **Practice the handshake and sitting down.**

If you mess up the handshake in the interview, you can come off awkward and not professional. Make eye contact and thank them for taking the time to meet with you.

8. **Bring enough paper copies of your resume.**

Ask the interviewer if they need a copy of your resume.

9. **Don't mention salary or vacation.**

These are strong negotiating points, leave them for when they realize they can't live without you. You should know prior to the interview what the salary range is.



10. Keep the jokes to a minimum.

Again, be professional and focused.

11. When discussing experiences, focus on how you solved problems. Not tasks.

Every company needs help, yes to perform tasks, but mostly to solve problems.

12. Prepare some generic relevant questions when asked if you have any questions.

Ask about the benefits, how many people are in your group, who would you be reporting to?

13. When the interview is finished, ask for a card and again thank them for their time.

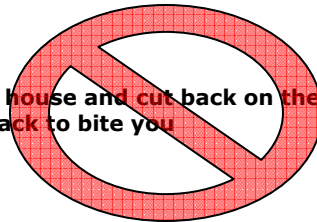
The card will allow you to send thank you emails.

14. After the interview, as soon as you are able send a "Thank You" email.

Send an email to everyone you met with - HR as well. Thank them for the opportunity to meet with them and learn about the exciting position and how you might be part of the team at Vandelay Industries!

Warnings

1. **Use the bathroom before you leave the house and cut back on the caffeine.**
2. **Don't lie in an interview. It will come back to bite you**



Acknowledgements: <http://afewtips.com/>

2. Common Job interview Mistakes

So who's perfect? We make mistakes and things go wrong when interviewing for a new job. The beauty of being a human being is that in order to grow we have to make mistakes. The best way to grow is by making mistakes.

When things go wrong during a job interview, Job Seekers often tend to beat themselves up about it. No one likes it when a job interview doesn't work out the way they wanted. Why **not learn from other job seekers mistakes** and **avoid job interview blunders** altogether.

Woe is the Job Seeker that ends up with all of the following **interview problems** happening to them.

Here are a few **common job interview mistakes** that Job Seekers make. Find simple ways to avoid things going wrong when looking for a new job. Simple '**Job Interview Damage Control**' is all that is required to turn a bad job interview into a great one.

- **You're running late for your job interview**

It happens, more often than not. The traffic, the road works, the trucks and taxis, it's hard not to run late all of the time. Things happen (as printed on smiley faced T-shirts from the sixties), this is one of the most **common mistakes Job Seekers make**. We all run late from time to time but what do you do when you're late for a job interview?

Contact your interviewer as soon as you even so much as think that you are running late. Apologise and advise them of your estimated time of arrival. To **remedy this job interview problem**, you can supply two options. If the Recruiter is available to do so and you are no longer than ten to twelve minutes behind schedule, ask them if they could kindly wait your arrival. If you are horribly **late for your job interview**, suggest re-scheduling the interview at the Recruiter's earliest convenience. Always offer the Recruiter a legitimate explanation and if you don't have one, make one up. Being late is inexcusable; time is money and **tardiness is one of the worst job interview mistakes you can make**. Efficient time management is a basic employment requirement. Always do your best to **arrive five minutes ahead** of the scheduled job interview time in order to make a professional impression.

- **You've forgotten the Name of the Person you are Interviewing with**

You have hit a blank; there is nothing but white space in your brain. You **can't remember your interviewer's name**. If you realise ahead of time, you may be able to find a staff directory on the company website. Alternatively call the receptionist and explain your predicament. Perhaps, with his/ her kind assistance they could check the **hiring manager's** diary or perhaps remind you of their name. If you strike a blank while shaking your interviewer's hand introduce yourself and apologise for having being so excited to meet with them, that you had accidentally forgotten their name. Remember, we are all human beings, and we experience uniquely similar emotions. Be transparent and let your personality save you when you make **this minor mistake**.

- **Stuck with an Unresponsive Interviewer**

You've got your best smile on, you haven't messed up any answers but your **interviewer** hasn't moved a muscle. An **unresponsive job interviewer** can be pretty intimidating. The problem here is that you never know where you stand with them. **A common mistake job seekers make is they panic**. You need to stay calm and think as clearly as possible. Your sole task now, is to answer the questions that the **job interviewer** asks as articulately as possible. Regardless of the interviewer's response, answer the questions honestly and as best you can. An interview is not a test with right or wrong answers. An interview is where compatibility and relevancy is what is being measured. Stay confident, consistent and **committed to your job interview success**.

- **You get tongue tied during a job interview.**

This is something that happens to the best of us. A common **mistake we make during job interviews is when we stumble over our words**. Nothing sounds worse than a sentence filled with, um's, err's, and likes. Stress can all but eliminate our ability to communicate. The best way to **avoid such job interview blunders is by preparing ahead of time**. Familiarise yourself with common job interview questions. Prepare appropriate answers so that you aren't put on the spot. Don't make the mistake of letting tricky job interview questions **get the better of you. There are ways and means to avoiding such mistakes**.

Remember, **the job interview is an opportunity for an employer or Recruiter to get to know the job applicant**. Job Interviews reveal clues about the candidate that could not be documented in their CV. Reveal your personality to the recruiter. Be transparent and consistent in your conviction and your responses. Always remember to be you. This is just as much an opportunity for you to assess the company as they do you.

Source: <http://www.jobs.co.za/>

3. Job Interview Etiquette

So your resume has gotten you an job interview. It's the first big step towards the job you want. When your interview begins, however, job skills become secondary; you're now being interviewed largely on the kind of person you are. Your resume tells people who you are, but your manners -- good or bad -- show them.

THE "E" WORD

Don't panic over the "E" word. **Etiquette** is nothing more than the grand set of all good manners. Put simply, etiquette is a language used to relate your respect and consideration to others. And for the sake of this article, the "others" are the interviewers of the world, the ones who typically matter no more or less than anyone else in our lives, until one day when, instantly, their opinion of us matters most.

Therefore, the day of your interview is not the time to appear uncouth, disrespectful or inconsiderate by violating any of the following etiquette tips.

Be punctual

Like anyone at work, your interviewer is in the midst of a busy workday. Show them that their time is valuable to you; after all, aren't they showing you that same respect with this chance to come in and present yourself off of the printed resume page?

Being late tells others that you're self-centered, disorganized, rude, or all three; qualities only sought after by the recruiters of reality television. So unless you're seeking a spot on the next *The Real World*, leave home with plenty of time to account for delays otherwise beyond your control.

Dress accordingly

At an interview, proper etiquette dictates that your manner of dress should by and large fit in with the scene around you, but in a show of respect for the occasion, you should dress just a step above the norm of that environment. The reason is because inappropriate attire -- in either direction, up or down -- creates an unacceptable distraction. When the focus should be on you and all your skills, your clothes shouldn't be stealing the show.

Consider these examples, in which a pattern is clearly visible: If everyone at the workplace wears jeans and T-shirts, wear slacks and a long-sleeved button-down shirt. If they're in slacks and button-down shirts, wear a coat and consider a tie.

Take note of that handshake

A handshake is a physical interaction. At an interview, it's a physical interaction between strangers, making it a prime moment for etiquette. A firm **handshake** -- in which you pump the hand once or twice with a secure, steady grip, then release -- conveys affability and openness, and can create an immediate feeling of comfort between two people.

On the other hand, a meek, milky **handshake** or a flesh-grinding cinch can make a person uncomfortable. Before they have the chance to get to know you, you've already given them an unpleasant feeling. Making people comfortable around you is an essential aim of all etiquette. Think about it; do you really want to make your interviewer uncomfortable?

Speak well, make **eye contact**, sit up straight, and thank them the right way

Present a positive personal image

During the interview, countless moments will come up when etiquette is required. Getting them right gives you a confidence visible to your interviewer.

Annunciate, as well as animate, your language. An interviewer shouldn't have to ask you to repeat yourself, or wonder if they heard you right.

Look the interviewer in the eye. It's a trusting gesture to which people always respond positively. Anything else is simply rude.

Use engaging, non-threatening body language. **Good posture** alone can convey your interest in being there, while slouching conveys disrespect and indifference.

Use your interviewer's name, but in moderation. It proves you're involved and listening. It also helps establish rapport, which goes a long way in making for a successful interview.

Thank them "twice"

At the end of the interview, when you will invariably thank your interviewer, make sure to thank them both for their time as well as for your own opportunity. Much like arriving on time, thanking them in this way sends a message that you understand and appreciate the value of one's time.

Don't consider the interview completely over until, that evening, you have written a short thank-you note. Keep it short. **E-mail** is acceptable but snail mail is preferred. Since this is a business communication, it shouldn't be handwritten.

3 DEFINITE "DON'TS"

- **Don't get caught unprepared**

Learning as much as you can about the company and about the position for which you're applying is a sign of respect. As simple as it sounds, don't forget that your interviewer works for this company; it's a big part of this person's life. Therefore, a modest but competent display of your commitment to this interview through prior research makes you look good while flattering them at the same time.

- **Don't disparage past employers**

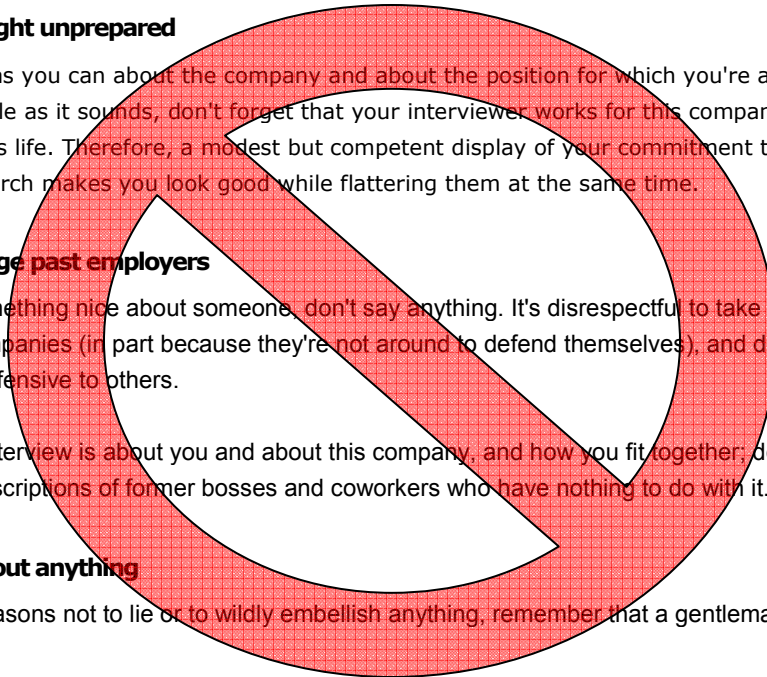
If you can't say something nice about someone, don't say anything. It's disrespectful to take shots at former employers and companies (in part because they're not around to defend themselves), and doing so can seem cheap and offensive to others.

Furthermore, the interview is about you and about this company, and how you fit together; don't leave your interviewer with descriptions of former bosses and coworkers who have nothing to do with it.

- **Don't lie... about anything**

For all the many reasons not to lie or to wildly embellish anything, remember that a gentleman never lies. He doesn't need to.

THE BOTTOM LINE



In their many publications over the years, the Post family (they who man the Emily Post Institute of etiquette) have pointed out that, all told, good manners actually tend to go unnoticed. What's noticed is their result: a smooth and enjoyable social connection between people.

What's impossible to miss, however, is the lack of etiquette. In this case, you want to leave the interviewer thinking about how friendly, intelligent and engaging you are; not how obnoxious you are, or what a ridiculously painful **handshake** you give, or what you were thinking when you put on your dirtiest jeans before leaving the house.

4. How to Answer Behavioral or Situational Questions?

The behavioral interview is catching on in popularity although some companies have been using this style of interviewing for years. In a behavioral interview, you are asked to tell about particular experiences in your history and the interviewer probes your answers looking for certain behaviors and responses. Your past actions tell the interviewers a great deal about how you reacted in the past and how you might react in a similar situation for their company. Statistics show that a behavioral interview is 55% effective at determining your success in a new position versus only 10% effectiveness with standard interview questions.

Preparing for the Behavioral Interview

In a behavioral interview, the interviewer is looking for traits that show through actual experience. You can't fumble your way through a response without your lie showing and you can't just answer in a general way. You must have specific experiences to show for each of the questions asked - and you most likely won't know what behaviors your interviewers are looking for as you tell the story.

To overcome this obstacle, you should start preparing for the interview by doing research. Research what sorts of traits are requested in the job advertisement as well as in the overall philosophy of the company. Speak with other employees if possible to get a feel of the company's culture. The more you learn about the company and the position, the more able you are to guess at what traits the interviewers will be looking for. Some examples include:

- Initiative
- Willingness to travel
- Self-starter
- Problem solver
- Creative
- Willingness to do what it takes
- Leadership

The Behavioral Interview Questions

To determine if you have these traits, interviewers are trained to probe your situational responses to see what you did or thought at certain times. They might start by asking you to tell them about a time you overcame obstacles. As you begin telling the story, your interviewer might interject to ask how you felt at that time, or what you said to a particular person. Your best bet is to be honest. The nature of the behavioral interview is to keep probing at a story - if you fudge a bit, you're setting yourself up for a tricky spot farther down the interview.

Advance Preparation

You don't usually know what characteristics the company is seeking, so you have no idea what kinds of questions they will be asking. You can't practice standard questions and answers for this interview. Instead, you should work to develop an arsenal of stories that showcase your skills and abilities as well as failures. Rehearse those stories in your mind with the understanding that they don't have to be from work experience. You can demonstrate the critical skills in the classroom, on the golf course, in a Greek society, in an art contest, on a sporting field or in an office. Pick stories that show who you are and the strong skills you can offer.

5. Conquering Interview Types

There are several interview formats used by many organizations, including the following six types:

Screening Interview

This interview weeds out unqualified applicants, and conducted by human resource professionals. They will vet your resume facts, uncover salary expectations, probe for undisclosed work background problems and generally look for clues to eliminate you. Follow their lead, ask general questions, give direct answers and don't give information that could harm you.

The One-on-One Interview

After passing the screening interview, you may be interviewed by the actual decision-maker who will want to know whether you are indeed the candidate they seek. Your objective is to establish affinity with the interviewer and prove you have the qualification and skills needed by the organization.

Telephone Interview

Though less ideal than the one-on-one interview, a telephone interview is equally important. Get the interviewer's complete name, designation and phone number. Remember to talk in a clear, confident voice, slow enough for the interviewer to comprehend and take notes. Keep your answers concise and focused. This kind of interview allows you to have your resume and answer notes in front of you.

Stress Interview

An interviewer may choose to conduct a stress interview as a deliberate attempt to see your reaction in coping with uncomfortable situations. The interviewer may make you wait needlessly long for your turn, throw sarcastic questions, subject you to long silences or icy stares. The interviewer is trying to unnerve you, so remain calm and poised. Show courtesy at all times. Answer all questions calmly, thoughtfully, and ask for clarification if necessary.

Behavioural Interview

Your previous behaviour is used to predict future performance. You are asked to recall and describe past situations where you've demonstrated time management, teamwork, leadership or conflict-resolution skills. Describe the scenario, your actions, the outcome and the lessons learned. Be prepared for further probing into details.

Group/Panel Interview

A panel or group interview involves a meeting with two or more interviewers at the same time. It is done for time and scheduling efficiency as well as to gauge the candidate's reaction under the pressure of dealing with different personalities. Create rapport by remembering each individual's name, smiling and rotating eye contact when answering.

Source: <http://in.jobstreet.com/>

6. Eight Questions to Ask in a Job Interview

NEVER don't have a question or two prepared when the employer asks, "Do you have any questions for me?"

NEVER say something like, "Nope. I think you covered it all."

Rather, ask some intelligent questions. This shows the interviewer that you are interested in learning more. Plus, it also may give you some telling information to help you decide if you really want to work for the establishment. Here are lists of ten questions. Use a couple of them in each job interview so that you not only learn more about the company and position, but also to stand out among other applicants.

1. What are the major responsibilities of the job?

You may be applying for a job as receptionist. However, it may not be all about answering phones and

scheduling appointments. Find out what your specific responsibilities will be. You don't want any surprises when you hopefully begin your new job! When it comes time to accept an offer, knowing your responsibilities will allow you to make sure you will be paid accordingly.

2. Would you describe a typical day and the things I would be doing?

This goes along with #1, however having the interviewer take you through the day-in-the-life of X-position will give you a glimpse into the position. How much time will you spend on certain tasks, on the phone, in meetings, on the road, etc.

3. How will I be trained or introduced to the job?

This one is important. If you happen to have experience in the field, this will show that you are open to learning this company's particular way of doing things. A waitress at every restaurant does things differently, for example. Also, some companies do not offer a great training program and instead, employees are thrown into the mix. When this happens, sometimes the employee has a difficult time transitioning and may not be successful. So, this question does two things: shows you are open to learning as well as lets you know if you will get support.

4. Is there opportunity for advancement?

Some people are happy staying in one position forever. Others may want to advance. If you are one of the latter, finding out if there are opportunities to advance or move to other positions within a company can be telling. Many companies are known to promote from within, while others seek out management using other methods.

5. Who are the people I would be working with and what do they do?

Asking this question in a job interview allows you to see how much interaction you will have with coworkers or other departments. If you are a social person and you get the answer, "Well, you really work mostly independently," you may want to rethink the job. But, if you are the type of person who likes going solo, that's a good answer. This question also shows that you are willing to work with a team and are interested in working with others.

6. What will my weekly schedule look like?

This goes along with #1 and #2, but is a little different, as it will lie out the whole week. You can ask this question in place of the earlier questions, or as a complement to them. Many companies have weekly meetings, etc. so this question can reveal an meetings, weekly gatherings, when reports may be due, if the office is open later or earlier on certain days, etc.

7. Will I receive a periodic performance review?

This question is very important to ask in a job interview as it shows that you are open to feedback. Really, succeeding in any job means getting feedback so you can improve. If the company does not offer any formal review process, you may run into a situation where you'd get reprimanded for something, not knowing you were even performing at a low level.

8. Would you give me a brief tour?

This question shows that you are interested in learning more about the company's climate, and maybe seeing people in action. This is also good for you to see the working conditions. Are people being social and buzzing around, or is everyone quite and to themselves. Sometimes in an interview you only see a very small portion of the company, and if you are in a manager's office, probably in the nicest room! Getting a tour allows you to see the employee work space, common areas like a break room and just in general allows you to get a feel for the place.

Remember, interviewers expect you to ask intelligent questions that show you are looking out for your own welfare and happiness. So, review the eight questions above and perhaps add some more of your own to the list above and add some of your own! But here's a hint:

NEVER ask about salary, vacation days, holidays with pay or sick days-this could appear that you are already looking for days off and only concerned about salary. Salary talks come later.

Source: <http://www.associatedcontent.com>

7. Five Answers: What's Your Biggest Weakness?

Everything is going well. You arrived on time, you're making excellent eye contact and you're acing every question that's being thrown at you. You've got this job in the bag, until you hear the interviewer utter, "What's your biggest weakness?" You know you shouldn't answer too quickly, so you take your time and then suddenly realize you're not sure how to answer. You may be tempted to blurt out, "I have no weaknesses," and hope to illustrate your confidence in your abilities, but we all know (and your soon-to-be boss will too) that's a lie. Since you can't opt for a pass as you would in a game show, here are five strong techniques to answer the popular interview question, "What's your biggest weakness?"

"I tend to talk too much."

Certainly, this answer is not to give the impression that you prefer to spend half of your day in idle chitchat with your coworkers. Illustrate how, in a world of e-mailing, being able to effectively communicate in person is a huge plus. Additionally, this can flow over into being able to get on the phone and talk with prospective partners or clients -- a skill that employees lack more and more in business today. In group activities, note how your verbal communication skills allow you to quickly convey the message and encourage discussion. In some cases, you may be classified as being too talkative and state that you are aware of that, but this approach gives you confidence that the message is being delivered appropriately. Of course, use this answer in the correct setting. For example, it likely applies more to a communications or sales position than to a number-crunching job.

"I project self-expectations."

This response should communicate that you expect high levels of performance from yourself and those around you. Certainly, you need to communicate that you recognize that each person is different with different skills and levels of ability and that you are not here to make clones of yourself. Specifically, note that you aim to bring the best out of everyone and expect each person on the team to contribute per their responsibilities to make for a successful business effort.

"I get attached to projects."

Typically, being too attached to a project can drive your coworkers crazy and it's never fun to have to be the one to point out the seemingly microscopic details. Certainly the attention to detail might detract more from volume of projects, but sometimes it's getting the last 5% of the job done that makes chances for success skyrocket. When using this response, focus more on how you take a vested interest in having the task done right, rather than just going through the motions. If you are simply a perfectionist, that can have some problems on its own, so be clear that this weakness might actually help you fit in nicely in a fast-paced environment where an extra set of eyeballs is absolutely needed. After all, the best results are usually in the details and every employer can appreciate delivering a project that is free of mistake.

I assume the leader role when it's not designated to me."

Leadership is most frequently referenced as a good quality, but in the workplace it can often drive your coworkers crazy. We all remember team projects in college; there was always that one person (maybe it was you) running the show, organizing the troops and moving things forward. This same scenario is often replicated in the workplace. Use this answer to communicate your interest in taking on responsibility within the company and illustrating your desire to get the job done. You should also comment that, despite your energetic attitude to push the ball over the goal line, you are sensitive to your coworkers and never intend to come off as a tyrant.

"I'm a workaholic."

When using this answer, be careful not to put too high expectations on yourself. You don't want to give the impression that all you do is put in a bunch of time at the office. Note that your workaholic nature is more akin to always thinking in terms of the business and to keeping your mind open to related business issues, even on the weekend. For example, rather than saying you come in every Saturday and Sunday, allude to how you may take note of an idea during a leisurely web-surfing session on a weekend morning. The purpose of this answer is not to show you are a one-dimensional office dweller, but that you take your job seriously and recognize that it takes more than just putting in your nine-to-five time to drive success and results.

THE RIGHT QUESTIONS AND ANSWERS

The "What is your biggest weakness?" question is a stock question in the interview processes. Generally speaking, when noting a weakness it should be a small, nominal item and relevant to the workplace. Certainly, be honest, as it could come back to you later in your career. For example, if you note being too talkative as your weakness, but hardly say a word once you have landed the job or during the interview, it could impact your credibility. Most importantly, when you're provided the opportunity to answer this question, be confident and try to make a professional, memorable impression to set yourself apart from the other candidates, because that's really what it's all about.

Source: <http://www.askmen.com>

8. The Best Way to Close an Interview

Many candidates will offer a great interview and then fail to close it properly. This is like baking a terrific cake and forgetting to put on the icing. The closing of your interview is the most memorable part not only because it comes at the end of your time together, but because you are able to interject your own personality, comments and questions into the conversation with the interviewer.

Ask Questions

You should be well prepared for the interview with questions of your own to show that you're considering their company as much as they are considering you. You should ask questions that show you've paid attention to information in the interview and done research on your own before coming into speak to the interviewer. If the interviewer doesn't ask for your questions, be sure to ask her, "Do you mind if I ask you a few questions before we finish?"

Reinforce Your Attributes

When the interviewer makes a statement similar to, "If you have nothing else, that will be all," offer a respectful closing comment reiterating your strengths and how they tie into the critical skills the company is seeking. Include four or five reasons why you should have the job and show your knowledge of the company in the process.

"This is an exciting position and I know that my experience with teamwork will help me mesh well with the existing sales team, my industry knowledge will be useful in developing new leads and my time spend building industry contracts will help to solidify my client list almost immediately. The work I've done with your computer system will give me ad advantage in that area as well."

Alleviate Concerns

If you suspect the interviewers have any concerns about you as the right applicant, your next statements should alleviate those concerns. It is wise to give the interviewer a chance to state concerns so that you can address them, "I believe I'm the right candidate for this position. Do you see any issues that might make you think otherwise?"

Express Enthusiasm

Your enthusiasm for the position and company should be shining through during the interview process, but be sure to include a few direct positive remarks about the company and position as well.

Determine the Next Step

Be sure you ask for the next step in the hiring process. This will show you are an organized and professional candidate. If possible, establish a time frame for the hiring decision as this will give you critical information about how and when to follow up.

Thank the Interviewer

Finally, thank your interviewer graciously and stand to shake her hand. Keep confident eye contact during the handshake and walk out of the room knowing you've done well.

Acknowledgements: Casey Yew