

10 BASIC TIPS for successful interview:

Are you invited for an interview with your dream company? It does not matter as where you have studied or the number of degrees that you hold or the experience you have or whom you know for the recommendation? If you are not able to do the interview successfully, you will not get the job.

Try these tips to present yourself as a True professional:

1. Research the Company

Do the homework before presenting yourself for the interview, e.g. Study the job requirement thoroughly, visit company's website and read about their vision, mission, strategy, products, finances, departments, competitive advantages, competitors etc..

2. Prepare your Introduction & Key points.

The introductory speech is your opportunity to impress the interviewer about yourself and your experience history. **Key points to be covered in your introductory speech:**

Natural smile with confidence, eye to eye contact and right attitude is essential.

Career changes

Main Strengths and weakness (+ how do you overcome your weakness)

Few examples of your professional growth and your initiatives.

3. Achievements

Every employer would be interested to assess "how value add it could be by hiring you as a part of the organization", So with reference to 1st point please be prepared to speak about interesting topic related to their domain/products or process improvements, innovations, profitable ideas. You can also speak about articles / books / magazines / technical papers that you may have published. Certificates / Seminars that you have done would add on.

4. Dress Code

Presenting yourself by neatly dressed states your attitude and conduct. Avoid bright colors and flamboyant jewelries. Wear neatly ironed casual or business suit of your comfort.

5. Punctuality

It is always good to be there at the company 15minutes early to your appointment. Utilize these 15 minutes to know more about company's ambience, employees, support staff, their behaviour (are they frazzled / happy / annoyed) etc..

6. Communication

Please remember, communication is two way exchanges. Be prepared to ask questions to the interviewer and HR to know more about the company. It is very much important for the one to know about job responsibilities, current and future scope of the position offered, Company culture, opportunities for personal and professional development, employee recognition programs and benefits.

7. Be Open and Honest.

Stay positive and answer straight forward, precise to the question. Be honest whether it is being technical or HR discussion.

8. Reason for job change / compensation

Answer these questions clearly, if you give reasons as better opportunity, more challenges, compensation or professional growth, be clear in terms of what you are expecting and How would you contribute towards company's growth. Do not contradict your statements.

9. Be Responsible.

Finding a right candidate for the right job is company's responsibility same way finding a right job is your responsibility which could save every one's time in future. You are going to spend more time at office, so ensure you are convinced with all that you need to grow.

10. Attitude and Approach

From greeting till Thank you carry forward the same positive attitude as it reflects your personality. Even in middle of the discussion or at any point of time if you are not convinced to proceed do not change your attitude instead wind up politely. Do not forget to switch off your mobile and laptop during the interview process. You only get 45 minutes to an hour to discuss and impress the interviewer to make the right decision.