



Facts about a Job Interview

There are many facts and myths associated about job interviews. The recruiters try to furnish additional information about the candidate who they are interviewing. Your chances of getting through the interview increases, with your incorporation of details of references in the resume, most likely the references will speak well about you.

Success of your interview depends on the truthful and honest answers you give. In most of the cases, the interviewers keep in touch with the employer of your previous company. It is there fore very important that you maintain a very cordial relation with your previous employer. The interviewer during the time of **interview** may ask you questions out of the track. You must prepare your self with questions that are off the track.

Some of the common questions expected are:

You may be asked about your own self. Prepare yourself with questions such as details about your personal and educational qualification. This however does not include the number of children you have and your present marital status. Try and be as professional as possible. Do not bring in personal matters such as state or hometown and personal attributes. Try to incorporate details about your personal achievements, and life experiences that are relevant to your job. Try to relate your skills and abilities with the accomplishments of the company. You should highlight the reasons why you should be the chosen and sought after candidate for the company.

Preparations before the job interview:

- While you are preparing to face the **interview board**, make sure that you are reaching the venue at least 10 to 15 minutes earlier.
- People generally tend to believe that research about the employer is not necessary while preparing for a job interview, but the fact remains that it is the responsibility of the job seeker to extensively conduct research about the employer.
- Another important fact about **job interviews** is that the job seeker is required to be enthusiastic while facing the interview board.
- Listening to the person conducting interview is very important. You must not respond, before the interviewer finishes asking you a particular question.
- The job seeker must be organized and carry all references and other necessary credentials along with him while **facing the interview board**.
- Another important fact associated with job interview board, is that you should not ask about the salaries and perks, unless asked.



Among the different kinds of interviews, **behavioral interview** is another kind, where the interview board tries to analyze your leadership skills, ability to communicate effectively, decision making abilities, ability of building up a team, personal attributes and personal skills and abilities. The fact is that a behavioral interview gives the **job seeker opportunity** to demonstrate their capabilities for a particular job.

Some important points that need to be borne in mind while facing an interview:

- While you are facing the interview board make sure that you are chewing gums or garlic, or smoking.
- Wear formals that are suitable for the **interview**.
- Carry all necessary credentials along with your self while you face the interview board.
- Make sure you are not late for the interview, so arrive on time.
- You may be handed some applications to be filled, before the interview begins. Make sure that they are all duly filled and matching your cover letter and resume.
- When you are greeting the interviewer, you must pronounce his name properly.
- Shake hands firmly, that will give an idea of how you are feeling.
- The candidate must look interested and alert during the whole **interview procedure**.
- Wait till you are offered to sit, do not until you are asked to.
- Hint upon your past achievements; see to it that your skills and abilities are relevant to the requirements of the company.
- See to it that your behavior and code of conduct are professional, remain enthusiastic and positive minded through out the entire episode of the interview.
- Try to avoid questions relating to religion or politics, or the questions that you find are not relevant at all.
- Do not raise the issue of **salary** while you are meeting the recruiter in the first round of interview. These questions are basically asked in the second round of interview.
- Try and be short and precise while you are speaking in front of the interview board, for the simple reason that you need to market your self in the most effective manner.
- Never complain about your previous employer, rather you should site reasons such as higher responsibilities and location as the reason for your change of job.

See the following articles for more information:

- **21 Major Interview Mistakes to Avoid at All Costs**
- **The Best Way to Prepare for a Job Search and Interviews**
- **How to Talk About Other Interviews in Your Interviews**
- **How to Answer the Tell Me About Yourself Interview Question**
- **How to Answer the Do You Have Any Questions for Me Interview Question**