

# How To Succeed In Your Job Interview- An Ultimate Guide

Only **1 out of 7** [people make it to the job interview stage](#). Feeling lucky already? But hey! Did you start preparing? If not, start practising from today.

Job interviews are always overwhelming. A mixture of feelings and so many questions start invading your mind, and if you don't prepare well, things may get out of hand.

With that being stated, let's learn some practical ways to ensure your dream job.

## Tips For A Successful Job Interview

### Do Your Research

Did you know that around [50% of the interviewees get rejected](#) just because they didn't know enough about the company? Therefore, researching and "getting-to-know" the company is an essential part.

Make sure to go through the company's **websites**, **social media profiles**, and **recent press releases** so that you know enough about their background and future. Not just the company, conduct thorough research on the position you have applied for, your responsibilities, and your role in the company's progress.

Make notes on all the important stuff and read them before heading to the job interview.

### Do The Paperwork

You should have a proper file to arrange all the necessary papers to keep. The file should be ready the night before. Recheck before leaving.

Also, make sure the papers are organized to avoid awkwardness while finding the document they asked for. Here is an infographic for you. Save it for a reminder.

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## CHECKLIST OF ALL REQUIRED PAPERS

**RESUME**

**RECOMMENDATION  
LETTER**

**REFERENCE LIST**

**WORK PORTFOLIO**

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### **Dress To Impress**

The first few seconds are crucial, and that is when you need to **impress!** An average human being takes [7 seconds to build an impression](#) of the other person.

You can either create a powerful, charming image or a negative impact. Thus, dressing professionally is necessary.

The dressing doesn't only mean what you wear, it's also about how you appear so don't forget to get a haircut, wear a watch and smell good. If you are a woman, avoid too much makeup; keep it natural.

And hey! Do wear your beautiful smile.

### **Let Your Walk Do The Talk**

Many people's legs start shaking in such situations. I am one of them too but do you know one of the interviewers is there just to judge your confidence? Yeah! So show them what you got. Having a **good posture** and walking confidently( **avoid walking dominantly**) positively impacts employers. Don't push the door hard; gently push it, enter the room and greet them all at once.

### **Know What They Want**

An employer has certain things in mind while selecting the candidate. You need to make them believe that you are the perfect fit. Explain to them how you can add value to the company and be confident about it.

Usually, the interviewer prefers an already experienced candidate. If you already have experience, then mention it. If you are someone with no prior experience, the only way to win this job is by having skills and showing a **can-do attitude**.

## **Prepare Your Answers**

There are some evergreen questions that the interviewer would ask. Always prepare for them, so you don't waste time thinking. Some questions that they may ask are;

- Tell us about yourself
- Why should we hire you?
- What are your strengths and weaknesses?
- How do you cope with the pressure?
- What are your goals for the next 10 years?
- How do you take criticism?
- Why did you leave your previous job?
- How can you benefit the company?
- Do you have any questions for me/us?

Listen to the questions carefully, take a few seconds(not more than 20 seconds), and then speak. Be wise and clear.

## **Be Original**

Most of the candidates lie on both their resume and job interview. Avoid it to stand out! Just the way you researched about them, they probably researched about you too. Therefore, be yourself—don't fake an accent, attitude, or experience. Be candid with them.

## **Ask Questions**

Don't be afraid of asking questions. If you have confusion or didn't hear a question properly, ask them.

When the interviewer asks, "**Do you have any questions for me?**" say "**yes, I do**". And ask them some questions related to the company or job.

Imagine you said, "yes, I have questions," and the interviewer responded, "go ahead," and boom! You don't know what to ask. That doesn't sound good, right? Make a list of 4-5 questions before leaving for the interview. Some questions you can ask are;

- Can you tell me what a regular day in this position is like?
- How would you measure my performance if I were in this position?
- What should be the qualities in me to fulfil this role?
- What are your favourite things about this company?
- Which departments and people will I be mainly working with?
- What do you expect from me in the next few(2/4/6) months after you assign me this position? e.t.c.

## **Practice**

**"Practice makes a man perfect."** Remembering the company's background, answers to the basic questions, questions you will ask them, walking confidently. This is just too much, and you can forget it all in a snap if you don't practice.

Spend a good few days practising.

- Write down your answers, keep adding new words/sentences and eliminate the old ones.
- Stand in front of the mirror and see how you look while speaking.
- Walk into your bedroom as if it's the interview room and ask your family to review it.
- Trying on different outfits won't hurt.

Moreover, you can ask a family member to act as an interviewer, and then you can answer his questions—a fun way to practice.

### **Follow Up**

After the interview has been conducted, greet them with a smile and gracefully leave the room. Send a personalized “**thank-you**” email to the interviewer/s. Also, add that you are looking forward to meeting them back.

### **Bottom Line: What Should You Be Doing?**

To sum it all up, here is what you should do for a successful job interview;

- Research about the company.
- Prepare all the required documents.
- Dress professionally.
- Be confident and authentic.
- Listen carefully and give a precise answer.
- Ask questions.
- Practice
- Send a personalized email.