

## HOW TO PREPARE FOR A JOB INTERVIEW?

Preparing for an M&E interview might seem intimidating, especially at the moment where most daily operation, activities and events are restricted and being held online due to pandemic.

For some, having job interviews online is perfectly fine or normal but for some it is not as easier or could be more difficult and uncomfortable.

This video will help you rock your online or even face-to-face job interviews so you can feel comfortable or at ease while having a job interview.

Here are several steps that you can take to prepare yourself for a successful interview. We created some interviewing preparatory checklist for your immediate guide and reference.

### **Preparing for an interview**

Preparing for an interview primarily means taking time to thoughtfully consider your goals and qualifications relative to the position and employer. To accomplish this, you should perform research on the company and carefully review the job description to understand why you would be a good fit. Let's look at the steps to preparing for an interview.

#### **1. Adopt your CV or resume according to employer's posted job description to make you fit for the position.**

In preparing your CV or resume for presentation and as an immediate reference about you may use the employer's posted job description as a guide on your heading.

The job description is a list of the qualifications, qualities and background the employer is looking for in an ideal candidate. The more you can align yourself with these details, the more the employer will be able to see that you are qualified. The job description may also give your ideas about questions the employer may ask throughout the interview.

Most employers ask for digital copies of your resume with the application, but they may not have easy access to it during the interview itself during face-to-face interview. Having copies to present to multiple interviewers shows that you're prepared and organized. You should have at least three copies to provide for multiple interviewers, plus one for yourself to follow along.

#### **2. Conduct research on the company, its goals and visions, its works.**

Research will help provide context for your interview conversations. It will also help you when preparing thoughtful questions for your interviewers.

[Researching the company](#) and role as much as possible will give you an edge over the competition. Not only that, but fully preparing for an interview will help you remain calm so

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that you can be at your best. Here are a few things you should know before you walk into your interview:

### **Research the product or service:**

Even if the role isn't directly related to the company's product or service, you're still looking to be part of the team. It's important to learn all you can about the product or service the company produces and promotes. You don't necessarily need to understand each and every detail, especially if it's a technical product, and you're interviewing for a non-technical position, but you should have a basic understanding of the main products or services the company offers. If possible, request a sample of the product to familiarize yourself with the customer's perspective.

The more you can tell them about the product from both a company and customer standpoint, the better you'll perform in your interview.

### **Research the role**

It's important to read the job description carefully and make sure that you understand all the requirements and responsibilities that go along with it. This will not only prepare you with thoughtful, targeted questions about the position during the interview, but it will ensure that you're truly qualified and prepared to tackle the responsibilities if you get the job.

If possible, research similar positions and read reviews from individuals in those positions, so you can get an idea of what the day-to-day activities will be. During the interview, ask for clarification or details about the role, so you can be sure you're ready should you receive a job offer.

Researching the role before an interview will also help you to decide whether or not the position is right for you.

### **Research the company culture**

Modern companies usually have social media accounts and blogs that discuss their company culture and industry. This information can give you an impression of the tone and personality of the company, as well as what they value. No matter how good a job seems, it's important that you fit within the company culture and share a similar personality and values.

If you have questions about the workplace environment, culture, personality or values, be sure to ask during the interview. These questions can range from the software and tools used by the company, to their policies on vacation and sick time. Remember that the interview is just as

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much about you finding a good fit for your own work environment as it is about the company finding a good fit for the role. Knowing that your values align with the company ensures a happy professional life. This is also the perfect opportunity to find out more about the company and show the interviewer how you'll fit.

### **3. Appearance counts. As much as possible be confident, comfortable, presentable and authentic.**

Before your interview, you should have a good understanding of why you want the job and why you're qualified. You should be prepared to explain your interest in the opportunity and why you're the best person for the role.

For face-to face job interview you should be presentable, neat and clean. These aspects will make you more comfortable and respectable. Have a sufficient sleep prior to the scheduled date for the interview so you can have fresh mind and ideas. Keep your composure and avoid fidgeting elsewhere for you might get overwhelmed and exhausted. Select professional attire as if you are already wearing comfortable clothing for work.

For online job interviews, well you can do the same thing. But as an added point, you have to check the equipment that you will be using if it works properly ahead of time, an hour or half an hour early will do.

Look for a comfortable space wherein you can set up your mobile phones or laptops without any hindering factors that will cause distractions or interruptions. As much as possible choose a space with appropriate lighting and ventilation.

It is important that you can keep the interview going on without any distractions even at the comfort of your home. Use solid neutral color as your background, note the contrast between your clothes and background so the person on the other end will see you better and clearer.

Delete noise background including incoming phone calls.

### **4. Demonstrate positive body language and behavior while answering**

It's important to make a positive and lasting impression during the interview process. You can do this by practicing a confident, strong speaking voice and friendly, open body language. While these might come naturally to you, you might also want to spend time performing them with trusted friends or family or in front of a mirror. Pay special attention to your smile, handshake, stride, and posture.

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While you won't be able to predict every question you'll be asked in an interview, there are a few common questions you can plan answers for. Demonstrate positive language and behavior to make you less nervous and anxious.

Use an eye-contact, it displays honesty and sincerity in your answers. Be mindful of your posture. You can use polite verbal and non-verbal gestures. Use hand gestures to emphasize a point. Show them that you are a hundred percent on focus on the interview being conducted and you are paying your full attention on it.

### 5. Be prepare answering some basic questions ahead of time

Here are a few examples of common interview questions:

*Why do you want to work here?*

The best way to [prepare for this question](#) is to learn about the products, services, mission, history and culture of the company. In your answer, mention the aspects of the company that appeal to you and align with your career goals.

*What interests you about this role?*

Employers ask this question to make sure you understand the role, and to give you the opportunity to highlight your relevant skills. It can be helpful to compare the role requirements against your skills and experience. Choose a few things you particularly enjoy or excel at, and focus on those in your answer.

*What are your greatest strengths?*

This question gives you an opportunity to talk about both your technical and soft skills. When an interviewer asks you to describe your strengths, share qualities and personal attributes and then relate them back to the role for which you're interviewing.

You may also encounter questions about that seems awkward. It's important to be honest but diplomatic in addressing them. Consider these possible questions and prepare your answers in advance, so you don't accidentally say something you'll regret.

Like the rest of the interview, it's best to prepare for these questions by writing notes and rehearsing your answers out loud multiple times prior to the interview.

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### 6. Prepare to ask questions.

*Questions to ask on the interview:*

- Is there room for advancement?
- What sort of career paths do they offer?
- Do they have tuition reimbursement or continuing education opportunities?
- What benefits do they offer (ex. medical, dental, time off, profit-sharing and stock options)?

Salary may be discussed early on especially if the company or organization has a structured pay scale. However, you may research on LinkedIn, Glassdoor and similar sites to check on reviews of the company and salary scale. Otherwise, you have to wait for your employer to open the subject. Be prepared when they ask you for your salary expectation.

### 7. Practice makes perfect. Conduct mock interviews

Just like public speaking, practicing interviews is the best way to relieve anxiety and improve your confidence. Practice may feel tedious, but repeatedly experiencing the interview process will make you more comfortable and help you give the right impression.

Start by doing your brief introduction. Minimize repeating information that is already written in your CV.

If you have friends or family to help, conduct mock interviews as much as you can. If you don't have another person, practice your questions and answers out loud. You may find that an answer sounds awkward or doesn't convey what you wish when it's spoken, so this gives you an opportunity to refine your answers and commit them to memory. The more you repeat your interview, the more confident you'll be during the real thing.

### 8. Prepare your travel arrangements for face-to face interviews

Job interviews tend to be stressful for most people for many reasons, but getting to the interview can be a challenge in itself. If your interview is an unfamiliar area or even an entirely new city, it can be a source of anxiety to find your way around and make sure that you show up on time.

To avoid becoming too anxious for your commute, prepare yourself to ensure everything goes smoothly on the day of the meeting. Here's how:

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- **Leave early:** This may seem obvious, but it's better to leave with plenty of time to get to your interview, even if it means arriving way too early. Even if you leave yourself a few extra minutes to get there, small obstacles can be enough to make you late, such as heavy traffic, accidents, no parking or trouble finding the building. If you arrive too early, just use the time to go over your notes and mentally prepare for your interview.
- **Save the interview contact information:** Even with plenty of time for your commute, sometimes situations out of your control can still cause you to be late. If something happens and you know you'll be a little late, call your interview coordinator and make them aware of the situation. Most people are empathetic to these situations and understand that some things just can't be helped, especially if you're letting them know in advance and have a reasonable explanation. In this situation, the worst thing you could do is show up late without any notice and try to explain yourself.
- **Search the location in advance:** Most interviews are scheduled days or weeks in advance, so you have time to research the location. If your interview is close enough, you can take a day to go to the location and check out the parking, take note of the traffic and find the suite or office where your interview will be. If you're anxious about parking or any other aspect of the location, contact your interviewer to ask them for more information.

### 8. Make yourself marketable.

Most people are uncomfortable with this idea, but presenting yourself accurately and positively doesn't have to feel like a sale. The truth is that you do have [professional skills](#) and experiences that may set you apart from other applicants, so it's acceptable and expected for you to acknowledge them to your potential employer.

When you prepare for a job interview, make note of your skills that relate to the role and think of how your experiences and abilities can contribute to the overall goals of the department and company. Your answers will be somewhat short, so you want to choose the most positive and relevant information to share during the interview.

Metrics or stats is a precise way to show your accomplishments or growth during your previous roles. State increased sales by a certain percentage or increased social media engagement in your last position.

Whatever accomplishments you have, don't be modest about sharing them during your interview. Your potential employer wants to know that you'll be the right fit and that you can deliver something to the company, so they need to know all the reasons that you can provide that for them.

So there you go, you are now ready and equipped in facing your next job interview.