

Preparation

Before you walk into any interview, you should know as much about the company and the position as you possibly can.

After you have studied the company, write out a list of questions to ask the employer.

Why is this position available?
Will there be opportunities for further training?
What are your goals for this position?
What obstacles will I need to overcome to succeed?
How will my performance be evaluated?
Are there opportunities for promotion?
What growth do you anticipate for your firm?

No one can predict the exact questions that an interviewer will ask, but you can rehearse your resume and get a good idea of a few important questions that the employer is likely to ask. To prepare, think about how you would answer the following questions:

Tell me about yourself? (Professionally)
Review your career, education and other strengths?
What do you know about our organization?
Why are you interested in this position?
How would you describe your personality?
What is your ideal working environment?
What are your goals in your career?
Where do you see yourself in two years?
Why should we hire you?
What kind of salary are you looking for?

Interview Do's and Don'ts : What You Should Do

Arrive 15 minutes early. Late attendance is never excusable.

Clarify questions. Be sure you answered the questions the employer really asked.

Ask questions throughout the interview. An interview should be a mutual exchange of information, not a one-sided conversation.

Listen. This is probably the most important "do" of all. By concentrating not only on the employer's words, but also on the tone of voice and body language, you will be able to pick up on the employer's style. Once you understand how a hiring authority thinks, pattern your answers accordingly and you will be able to better relate to him or her.

What You Should Not Do:

Don't answer vague questions. Rather than answering questions you think you hear, get the employer to be more specific and then respond.

Never interrupt the employer. If you don't have time to listen, neither does the employer.

Don't place anything on the employer's desk. Don't be overly familiar, even if the employer is doing all of these things.

Don't wear heavy perfume or cologne.

Don't ramble. Long answers often make the speaker sound apologetic or indecisive.

On the other hand, don't answer questions with a simple "yes" or "no." Explain whenever possible.

Do not lie. Answer questions as truthfully as possible.

If you feel that the interview went well and you would like to take the next step, express your interest to the hiring authority and turn the tables a bit. Try something like the following:

"After hearing more about your company, the position and the responsibilities at hand, I am certain that I possess the qualities that you are looking for in the position. Based on our conversation and my qualifications, are there any issues or concerns that you would like me to clarify."

You have a right to be assertive. This is a great closing question because it opens the door for the hiring authority to be honest with you about his or her feelings. If concerns do exist, this is a great opportunity to overcome them. You have one final chance to dispel the concerns, sell your strengths and end the interview on positive note.

A few things to remember during the closing process: Don't be discouraged if no definite offer is made or specific salary discussed. The interviewer will probably want to communicate with the office first, or interview other applicants, before making a decision.

Make sure you answer the following two questions: "why are you interested in the company?," and "what can you offer?"

Express thanks for the interviewer's time and consideration.

- 1) what do you know about the organization
- 2) why would you want to work for org
 - well known
 - retain their employees well
 - good growth and future prospects
 - make good use of knowledge learnt in college
 - impart more knowledge and experience to grow in future.
- 3) what are your expectations from the organization
 - same as
- 4) can u work in a team
- 5) what is ur philosophy towards work → loyalty, work ethics.
- 6) If u had enough money would you leave the organization

Strengths ^{the} asset ^{to} job Talk about strength
 why could be an asset to job

Dream job: optimum use of knowledge & return sends the amount to parents.

- 7) What motivates you to work well at ur job
 - challenge, achievements from job, recognition in society
- 8) * are you ready to relocate?

- 9) Are you willing to put intro of organisation ahead of yours

10)

- working environment in the company
- company's vision, philosophy
- may i know briefly my day to day responsibility
- what are the expectations from me so far as my knowledge and skills are concerned
- what ~~will~~ will my position contribute to the bottom line of company
- what advice would you give to someone selected for this position
- Is this job likely to lead to another position within a few years.
- If you select me for this position what is the immediate assignment i would be starting on