Interview Preparation: The Ladder to A Successful Career

Ms. Gungeet Kaur
Trainer, Lovely Professional University

Abstract- The term interview often brings the emotions of fear and terror in one’s mind. One is often overpowered by the fear of judgment and rejection which leads to unfavourable consequences. Regardless of one’s abilities and talent, preparation of an interview is an important aspect which can be ignored. There are many cases where able and well qualified candidates were not able to crack an interview because of the lack of preparation. The candidates need to take care of different aspects while preparing for the interview. In the present research paper, a study has been done on the prerequisites of an interview. References have been mentioned at the end for deeper understanding and further analysis.

Keywords: Interview skills, Personality development, Curriculum Vitae, Communication Skills, Pre-interview preparation

The term ‘interview’ is made by the combination of two words which are ‘inter’ and ‘view’ which stands for the interaction between two people or parties. The process of interview gives a chance to the interviewer as well as the candidate to understand each other. The candidate analyses the demands of the job as well as the competencies required. The interviewer, on the other hand, checks whether the candidate is suitable for the job position.

Traits tested: Before going for an interview, a candidate needs to understand the competencies that will be tested in the interview. For instance, for a salesman’s job one would require to have excellent people skills, a charming personality and effective communication whereas for the job of a data analyst one does not require these competencies. However, there are certain traits that are tested in every interview and are common for all like the knowledge of the subject, communication skills, ability to listen and confidence.

Knowledge about the organization: One also needs to have knowledge some basic things about the organisation which he is going to join before the interview. It requires some basic information like the products or services the company is dealing with, the founder of the company, its vision and mission and the important projects it is working on. It is always advisable that one goes through the website of the company and does some research himself. There are instances where candidates when for an interview without even knows what that company does. Situations like these make an unpleasant experience both for the candidate as well as the interviewers.
Curriculum Vitae: It is another factor which is very significant from the point of view of an interview. Curriculum Vitae or resume is a print document which includes the information about the candidate such as his qualification, past achievements, work experience, personal details etcetera. Many times the candidates bring a resume which has a lot of grammatical errors. It leaves a bad impression on the employers. In fact, a curriculum vitae should be tailored as per needs of the organization and only those factors should be highlighted which are important to the organization. It should include the information in a precise manner. Some candidates like to maintain an interview kit which includes their essential documents, passport size pictures and some stationary items like a notepad, pen and a glue. Interview kit can be a useful tool for young candidates who are looking for a suitable job.

Grooming: Many youngsters hold the belief that their skills and competencies are the only parameter of judgement in an interview whereas it is not so. In the present times, companies look for people who fit in their job profile and have a well groomed personality. One’s personality speaks to other people even before he utters a word. Hence, it plays a crucial role in an interview too. For an interview, the candidate should be dressed in formal attire. He should wear a decent colour combination and wear only essential accessories like a watch. One should also take care of minute details like wearing polished shoes, combing the hair properly. Besides that one should never forget to wear a confident smile when going for an interview.

Etiquette and manners: Along with a decent personality one should also make sure that they display good manners and etiquette. Sometimes out of nervousness one gets really awkward in an interview. On the other hand, some candidates display an over confident attitude which comes across as arrogance. Some candidates get late for the interview because of lack of preparation. One should always try to come a little early before the scheduled time of an interview. The candidate should read the details of the venue beforehand to avoid last minute hassles. One should never forget to greet the interviewers with a smile and speak with them in a comfortable and polite manner. The candidate should also not forget to thank them before leaving the interview room. These small attributes helps him win the favour of the interviewer.

Common Interview Questions and some tips: One should be prepared with them common interview questions. Generally, the interviewer starts with basic questions were he asks him to introduce himself. To answer this question, one should always be ready with the things that he wants to say to the employer. When this question is not prepared in advance, the candidates often get confused and say irrelevant things on the spot. Other times, some candidates just give very little information. One should include information like their family background, the educational qualification, their work experience, if any and also their strengths. One can customise one’s introduction as per their requirement. Other common interview questions may include one’s hobbies and family background, their strengths and their weakness and also the interviewer can ask them to tell about their achievements in academics or the roles and responsibilities they have taken professionally.
Hence, it can be concluded that the interviews should always be given with proper preparation. There are numerous aspects that one should take care of. Ignorance and small mistakes may result in losing a good job opportunity. With proper care and preparation one can make the best possible use of the opportunities he gets.

Works cited:


Thebalancecareers.com 30 March 2020 <https://www.thebalancecareers.com/how-to-prepare-for-a-job-interview-2061361>