



Your MINI GUIDE to Ace a Job Interview



“ I will prepare and someday, **my chance will come.** ”

- Abraham Lincoln

The basics of a good interview are obvious. Research the company and the job, prepare your answers, give examples on previous work situations, and dress to leave a great first impression.

Finding a candidate who has the exact required qualifications might be relatively easy, but finding the right candidate whose personality is also in-line with the company culture is much harder.

If you've had several interviews over the past year with no success, then maybe it's time you consider reviewing your interview skills.

ZenHR's Mini Guide for mastering job interviews will walk you through the checklist you need to ace before, during, and after the interview process to get you ready for this important step!

BEFORE YOUR INTERVIEW

“Self-confidence is a super power, once you start to believe in yourself, magic starts happening”.

There are a few things that you need to do before the interview day. Here are some important tips that you should follow:

DRESS TO IMPRESS

The way you dress can be the differentiating factor when you're trying to make a good first impression. In job interviews, judgments are being made on both your appearance and behavior, from the way you shake hands to the way you present yourself, and from the way you are dressed to the way

you talk. This sounds obvious! But you would be surprised how often people get it wrong. Make sure to know how formal or casual the company is, so you don't end up looking out of place.



PREPARE QUESTIONS & ANSWERS



If you've been to many interviews at this point in your life, chances are you have a clear idea about the most common questions that are usually asked. Although many of us are familiar with those generic questions, we still get it wrong. While the answers to them might sound simple, it is always important to organize your thoughts and prepare your answers to avoid making mistakes during the interview. Keep in mind that in many cases, employers focus on your way of communication as opposed to the answer itself.

Here are the most common questions that you may be asked during an interview:

- Tell us about yourself.
- What are your weaknesses?
- Why should we hire you?
- Why do you want to work here?
- What are your goals?
- What do you know about our company?
- Why did you leave your previous job?
- What is your expected salary?
- Where do you see yourself in 5 years?

READ ABOUT THE COMPANY AND RE-READ THE JOB DESCRIPTION

You don't want to show your interviewer that you haven't done your homework. Most likely, you'll be asked about the company and what do you know about it. Browse the company's website and other online publications such as press releases and their blog and see if there's specific information you need to keep in mind. Reread the job description to make sure that your CV and qualifications match what the company is looking for.



VERIFY WHERE THE INTERVIEW WILL TAKE PLACE

Arriving late to the interview without prior notice will leave a bad impression on your time commitment. Decide the means you're going to use to reach the interview, by bus, personal car, or taxi? You also have to consider the possibilities of delay, whether due to weather conditions, traffic, or even detours!

What to bring to the interview?

- Multiple copies of your CV
- Your portfolio (if you have one)
- A list of the answers that you've prepared
- ID
- Educational Qualifications
- Reference letters



DURING YOUR INTERVIEW

IT ALL STARTS WITH THE GREETING

From the way you smile to the way you shake hands and make eye contact; the way you greet the receptionist is also important to give a great impression about you. Say good morning or good bye to each employee at the company as you walk by them.

PROPER CLOSURE IN INTERVIEWS

The final impression you make by the end of the interview is lasting. Think carefully about how to end the interview. Get closure by asking "What will the next stage be in the process?" and "When would I hear from you?"



ASK MEANINGFUL QUESTIONS

Why is it important to ask questions during interviews?

- Asking smart questions about the company and the field of work shows that you are qualified for the position.
- It shows that you are well prepared for the position.
- It helps you figure if the company's culture and environment is a good fit for you.

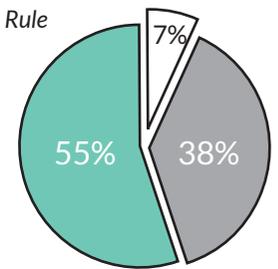
On the opposite side, putting together strong answers to the most common interview questions is important to enhancing your employability. It's also very important to be humble and honest in your answers as it shows the interviewer that you're real.

BODY LANGUAGE

Dr. Albert Mehrabian's 7-38-55% Rule

Elements of Personal Communication

- 7% spoken words
- 38% voice, tone
- 55% body language



Your body language and facial expressions are very important in social settings, meetings, interviews, and everyday work life. Good eye contact, a confident handshake, these are two examples of how you can effectively employ positive body language to work in your favor.

Check Akhtaboot's blog post about "[Body Language Do's and Don'ts during Interviews](#)" for more insight on this topic.

AFTER YOUR INTERVIEW

WRITE A THANK YOU LETTER

"I can count on one hand the number of people who wrote me a thank you letter after the interview, and I gave almost all of them a job." - Kate Reardon

When you leave the building, don't assume your interview is over. Sending an email to the hiring managers within 24 hours of the interview to thank them for the opportunity and re-confirm your interest in the position.

YOUR CHECKLIST FOR A SUCCESSFUL INTERVIEW

- Analyze the job description
- Research the company's past and present
- The 10 most common interview questions and how to answer
- What questions to ask after the interview is over
- Prepare your interview outfit
- Identify the company's location
- What to bring with you to the interview
- Basic interview etiquette
- Tactics to help you calm your nerves





About ZenHR:

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