

HARMONY



Connecting the human element with business



Interviews MATTER, make the most of them.

Interviews are a valuable currency in the job market, make the most of them.

They also provide you a chance to determine whether the position and business are a good fit for you.

Examine typical interview questions. Answering them out loud or in front of a mirror is a good idea. Bring examples of your work that connect to the abilities the business is looking for, highlighting your:

- Strengths
- Availability and adaptability
- Leadership qualities
- The capacity and desire to learn new things
- Contributions to the businesses or charities you've worked for or volunteered at
- Creativity in problem-solving and interpersonal interaction

Know in advance how well you meet the requirements for the position. List your qualifications against each requirement the job posting mentions. This might highlight any skills you may be lacking. Make a plan for how you will respond to this in the interview to persuade the interviewer that you are capable of learning the skill.

Make a list of the questions you want to ask the interviewee.

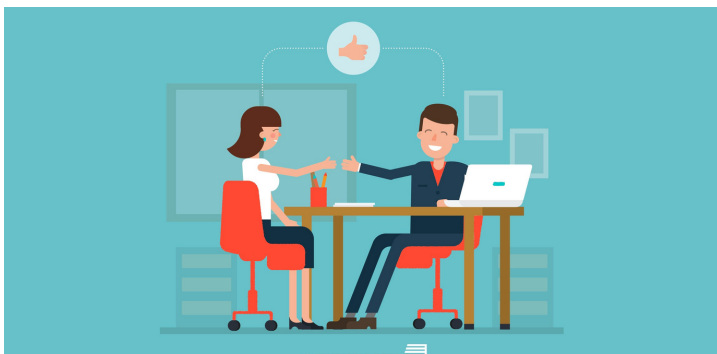
Select inquiries that will show you are interested in the position and the organisation. You may do this by making a comment regarding the news you learnt about via the corporate website and then posing a query about it.

Additionally, inquire about the duties you will be expected to accomplish, such as:

- What duties do you perform on a daily basis in this position?
- How will my obligations and output be evaluated? Who is it?
- Could you describe the structure of your company?
- What software and hardware do you use on computers?
- What goals does the organisation have for the following five years?

Get ready. Don't forget to bring these items to the interview:

- Pens and a notebook
- A list of references and additional copies of your resume copies of licences, transcripts, recommendation letters, etc.
- Samples of a work portfolio
- Keep these things in mind the day of the interview:
- Make sure you allow 10 to 15 minutes extra for travel.
- Travel alone.
- Look businesslike. Dress professionally for the job.
- Leave your backpack, coffee maker, cola, and MP3 player at home or in your vehicle.
- Switch off your smartphone.
- SMILE and bring your sense of humour!



Project confidence throughout the interview, but let the interviewer start the conversation. A message will be sent by using positive body language.

- Shake a hand firmly if it is extended to you first. If not, then don't.
- Maintain eye contact.
- Take note of everything. Accept all questions with a smile, even the difficult ones.
- Give a sincere and succinct response.
- Prepare your responses in advance in your mind.

- If you don't understand a question, you should always ask to have it repeated or explained. You don't have to, but you don't want to seem hesitant.
- Make a favorable impression by leaving the interview. Another technique to guarantee your success is a successful conclusion to the interview.
- Allow the interview to conclude on schedule and act politely.
- Describe any skills and experiences you may not have previously emphasized.
- Mention a specific feat or endeavor that is appropriate for the position.
- Speak up if you desire the position!
- Ascertain whether there will be any further interviews.
- Find out when the employer expects to decide.
- Give a time when you can get in touch with the employer to find out the outcome.

SYMPHONY SAMACHAR

- Taking new initiatives, risks to shield India from global problems: PM Modi - The Economic Times
- Air India Recruitment: Over 70,000 apply for cabin crew, pilot posts -The Economic Times
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- Recruiters step up vigilance as job scams get innovative -The Economic Times
- FMCG and consulting companies top recruiters at SPJIMR autumn internship 2022 -The Economic Times