

Interview Prep Guide

Preparing for a job interview might seem intimidating and challenging especially if you don't have all the information you need. However, there are several steps you can take to prepare yourself for a successful interview. We've put together a list of pre-interview tips to help you ace your job interview. See below:

1. Research about the organization

Imagine being in an interview and the interviewer asks what you think about their product and you ask "what do you produce?" This question alone will most likely disqualify you. Therefore, do not go for an interview without doing your research about the organization. Take out some time to read about the organization's strengths, challenges, products/services, etc.

2. Study the job description

Sometimes, you get caught up in applying for different jobs that you do not take out time to really understand the job description. Before the interview, study the job description and see exactly how you qualify for each role. Be ready to answer questions that might arise from the job description.

3. Get to know your interviewer (or interviewers)

Before going for an interview, try to find out who your interviewers will be. Do a background search on them. LinkedIn is a good tool for this. Find out their responsibilities in the organization, this will give you a glimpse of the type of question that they might ask you. Do not worry about them knowing that you viewed their profile. It will actually show them that you are doing your homework.

4. Be relaxed

Being relaxed during an interview is easier said than done, but you have to know that being nervous would not help either. You should be relaxed, confident and optimistic while going for your interview. The company invited you for the interview, this means that out of all the applicants, they saw something special in your application. It is now your duty to affirm that you are a good fit for the job.

5. Know your story

The question "Tell me about yourself" is likely to be the first question. What the interviewer is asking is what are your strengths and interests, and how your skills can add value and possibly distinguish you as the most preferred candidate. Keep your response concise and use this opportunity to 'sell' yourself. The answer to this question should not last more than two minutes. This should be a script which you already prepared and rehearsed many times before going for the interview. This preparation will help you start up your interview with confidence.

6. Have prepared answers for common questions

It is a good practice to have prepared answers to common questions that are asked during every interview. Be diligent to think through possible answers to each of these questions. Don't forget to tie your skills and abilities to each answer provided. Preparing and practicing these answers can help you ace the interview with ease.

Examples of these questions are:

- Why should we hire you.
- What are your strengths
- What are your weaknesses
- What is your ideal work environment

To know other common questions that you're likely to hear in an interview, check out this resource: [65 common interview questions and how to answer them](#)

[Behavioral Interview Questions](#)

[Brain Teaser Interview Questions](#)

7. Print copies of your resume

Make sure you take hard copies of your resume along with you to the interview. You should take at least one copy for each interviewer you are scheduled to meet. It is a good practice to have it handy in case your interviewers don't have a copy of your resume. Presenting a copy in such a scenario would make you look professional and prepared for the role.

8. Select your outfit early

Take time out to figure out the perfect outfit for the interview at least the night before your interview. This would prevent you from making hasty or wrong decisions, due to factors including worry or anxiety, on the day of the interview. You want to stick to wearing business attire unless you are told otherwise. This means a suit or jacket for men, and a suit or business dress for women.

9. Confirm the location and directions to your interview site

Always confirm the location and directions to your interview site early enough (at least a day before the interview). You can reach out to the interviewer or company if you have questions about access or other logistical issues before time. Remember: [Google Maps](#) is your friend!

www.ansofficial.org