

## A GUIDE TO PREPARE FOR AN IN-PERSON JOB INTERVIEW

You have an interview coming up and you are sure that you can perform well. But taking it to the next level makes the difference. Here we look at some ingredients to dish out the best impression during an interview.

### Study well about the company and the position you are appearing for



You should never be stuck at a point when you are asked something about the company. Also be clear about your job responsibilities.

Familiarize yourself with the company's mission statement, history, product and service offerings, management, and information about the company culture.

Look at current events – read their recent press release so that in the interview you can knowledgeably discuss the direction in which the company is marching towards.

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### Have a clear picture of your resume

You should be very clear about the points mentioned in your resume. Your resume is the mirror that showcases you. To give a beautiful image of yours, you should be able to answer all the queries asked by the interviewer about your resume.

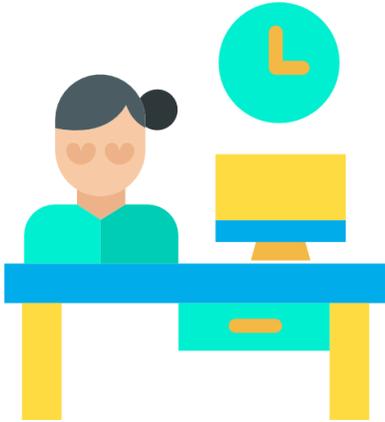
Review your resume and develop multiple talking points about all of your past experiences.

Polish your answers – nothing destroys your credibility faster than a constant stream of filler words such as “um”, “like”, and “you know”.



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## Punctuality is the first step towards success



You can be on time but never late for an interview. This will create the worst impression and the first negative mark on your interview score card.

Before travel using Google check typical travel time during that window time.

Allow yourself time to travel, park the vehicle and reach 10-15mins earlier for interview.

Be familiar about public parking or client parking space before day.

Have hiring manager's and NSI contacts to call for any delay or to know upon arriving whom to contact.

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## A crisp outfit radiates confidence

As the famous saying goes "First Impression is the Best Impression". Your first chance to impress an interviewer is to dress in the best way possible.

Men: Navy, black, or dark grey suit, long sleeve dress shirt, conservative tie, professional, clean-cut hairstyle, clean-shaven.

Women: Navy, black, or dark grey suit, coordinated blouse, limited jewellery (no dangling earrings, arms full of bracelets), professional hairstyle, light make-up.

In general, you should look as if you put considerable time and effort into your personal appearance.



## Prepare some well-known FAQs

Some questions like "What makes you think you are suitable for this job" or "What makes you stand out from others attending the interview?" should be practiced so that you can answer without thinking much about it and making the interviewer wait.

Another question asked is "Do you have anything to ask us?".

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Northwest Software Inc - Perfect Guide for Interview Preparation Tips

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## Greeting your interviewer

“Well begun is half done “.

Always remember that you should initiate by the giving a friendly smile and a firm handshake.

Once you do this you make it clear that you have a good energy level and your interview will have a positive result.



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## Always be clear about what type of interview you are appearing



The most common types of interview are one on one, group and behavioural. You should be able to analyse the type at the beginning phase of the interview.

Once you have done that you can do a quick preparation on how to present yourself during the interview.

Once you follow the above guide you can be rest assured that you can deliver a top-notch performance and go home with the job offer in hand. Our company wishes you all the best for all your future endeavors.

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