

HOW TO NAIL THAT INTERVIEW IN TEN SIMPLE STEPS

1. **Research.**

Before arriving at the interview it is essential that you have gained as much information about the company as possible, this should include:

- Size and structure of the company, turnover, staffing numbers, locations, profits, growth plans etc...
- Current and past major clients
- Major news and press articles
- How your potential position fits into the company structure
- What the company does and what are their target markets?
- Who are the companies' major competitors?

You should be able to demonstrate to the interviewer that you have a clear understanding of the organisation and therefore show a desire to work for the company.

It's a good idea to show only a partial knowledge of some areas and have several inquiring questions right to build the conversation with the interviewer.

2. **Rehearse.**

There are some questions that are obvious like "describe yourself", why should we hire you? etc... Answers to these can be rehearsed in advance and it should be put forward with confidence. These questions are asked to gauge your communication and behavioural skills. More than what you say, the way you present yourself is analyzed.

3. **Nerves.**

Nervousness is bound to encompass when you're going for the interview. To avoid stammering first frame your answer, take some time to think about it and then answer. Talking without thinking will make you blabber things that are meaningless. Even if you speak less, make your point clear.

4. **Punctuality.**

Punctuality is a test that every company seeks. Be at the venue before time.

5. **Dress.**

The first thing that the interviewer looks upon is your attire. Follow the dress code. Wearing informal clothes shows your casual attitude while the interviewer is looking for someone who can be focused. Also wearing a suit demonstrates that you have gone to "some effort" and therefore "want" the position.

6. **CV.**

Your CV highlights your personality and ability hence it is important. Take time on it; ensure that it paints the very best possible picture of you.

7. **Loyalty.**

While answering questions maintain eye contact and do not belittle your former organization even if it is true. It gives the impression that you were not faithful to your work.

8. **Presence.**

Do not speak aggressively.

9. **Questions.**

Ask some intelligent questions as it makes a good impression. These can be and should be pre-planned before the interview. It's quite acceptable to have these written down and take them into the interview. It demonstrates preparation.

10. **Leaving.**

While ending the interview express your gratitude and use kind words like...

'It was a pleasure meeting you and it would be a privilege for me to be associated with your organization.'