



**INTEGRAL
UNIVERSITY**
— LUCKNOW - INDIA —

Center for Career Guidance & Development

Creating Possibilities.....Enabling Growth

Interview Preparation

Tips for before, during, and after interview

While the thought of an interview might appear daunting for most of us, interview preparation is not as hard as it seems. All that one needs to do is stay organized and be proactive. Here we are going to discuss everything related to the interview preparation.

So let's look at the interview preparation process step by step: Things to do before, during, and after an interview.

Before the interview

1. Company information

The most important step is to read and research the company you are interviewing for. Go through the company website, blog, and social media pages to assess its products, services, and client-base.

Also, read recent press releases for insight on projected growth and stability. Review the organization's background and mission statement and take down some numbers like revenue, strength, offices, etc.

These details can most likely be found on the website of the company in 'About us' or 'Who we are' section.

2. Evaluate job description

The recruiter puts the effort into mentioning a detailed job description for a reason.

They are looking for someone who perfectly complements the job profile and role.

So, make a good effort to go through the job description so that you are aware of the expectations the company has for the position.

3. Fit in skills and qualities

While you analyze the job description, outline the knowledge, skills, and abilities required.

Examine the hierarchy and determine where the position fits within the organization.

Analyze what the employer is seeking concerning your qualifications. Tweak your resume accordingly.

4. Make a list of questions

As per the company background and job role, make a list of questions you can expect to be thrown at you.

Research answers to these questions via the company website, social media pages, company news, etc.

5. Mock interview

Find a friend or a family member and hand them down the list of questions you prepared.

Ask them to play the role of an interviewer. Practice answering all the questions on the list. You can also record your answers to analyze them further.

6. Organize documents

Keep two copies of all the important documents such as your resume, cover letter, degrees, mark sheets, identity proofs, photographs, etc., ready.

Also, check if the recruiter has asked you to bring any other thing like a laptop, notebook, etc. to the interview. Organize all the documents neatly in a folder.

7. Check your social presence

Your social media profiles are capable of providing a glimpse of your personality.

A recruiter would generally check your social media presence before or after interviewing you. Thus, it is a wise idea to improve your public profiles. Also, type your name on Google and see how you appear on the search engine.

8. Interview dress

Choose a formal outfit for the interview.

Make sure your clothes are neat and wrinkle-free. Make sure that your overall appearance is neat and clean.

Most importantly, beam with confidence all along and wear a smile.

9. Check directions

Check the distance of the venue a day before. Decide before hand how you would like to commute and plan your timing accordingly.

10. Sleep and eat well

A night before the interview, sleep well for at least 6 to 7 hours.

Eat something an hour before the interview so that you have the energy and patience to sit through it.

Carry a bottle of water or juice along to keep yourself hydrated.

During the interview

1. Timing

It is best to arrive 10-15 minutes before prior to the interview time. It will give you time to relax.

You can also use the time to check yourself in the mirror and freshen up before the process starts.

2. Interview body language

While waiting for your turn, sit properly and maintain a good body posture.

Be polite to the guards, receptionists, and other candidates. Keep a smile on your face.

In the interview room, sit and answer questions confidently. Be firm, yet polite.

In case you do not know an answer, be honest about it and pass on to the question.

Keep your statements crisp, short and precise.

3. Questions for interviewer

It is most likely that the interviewer will end the interview with the question - 'Do you have any questions for me?'

Use this opportunity to ask smart questions about the company, position, and culture.

4. Ending the interview

At the end of the interview, shake the interviewer's hand and thank for his/her time and consideration.

After the interview

1. Analyze the interview

It is one of the most important exercises to do post an interview.

Sit down for a few minutes and write down the questions that you were asked during the interview.

Furthermore, assess your responses to these questions and make points of things that you forgot to mention or would have said in a better way.

This will help you prepare better for future interviews.

2. Inform your references

Inform your references beforehand that they might receive a call from the company you interviewed for.

Speak to them about the position and emphasize the points that you would like to be recommended for.

Some don'ts of interview preparation

- Do not arrive late for the interview.
- Do not arrive for the interview without a copy of the resume.
- Do not speak loudly on the phone while waiting for your turn.
- Do not laze around or hunch while sitting in the waiting area.
- Do not ask the interviewer any personal questions.
- Don't discuss Politics / Philosophy
- Do not use bad words about your previous or current company/employer in your social media posts.