

Interview skills and techniques, so you present the best you

Do the research

Find out the skills and experience your prospective company values, their mission, most popular clients, best-selling products and services, and if possible, the likes and dislikes of the person who would be interviewing you. Apart from the website, social media platforms of a company speak a lot more about who they are and what they expect from their employees.

Mind your language

Save your chitter-chatter and swear words for your friends. Be choosy with your words. Pause appropriately allowing the interviewer to respond.

Watch your body language

This plays a more significant role than most people think.

Sitting - Lean your back straight against the chair and sit firmly.

Eye contact - Look at all the interview panellists. Look at different parts of their face every few seconds. Do not drill too much into the interviewer's eyes.

Hands - While speaking, go ahead and gesture. Hiding your hands may be misinterpreted as nervousness or distrustful behaviour.

Nod - Nodding shows that you are enjoying the conversation, but overdoing it may look as if you do not truly care about what is being said.

Feet - Plant them on the ground.

Prepare your wardrobe

For a professional job, go for a suit or a step lower. The rule of thumb is that it is much better to be overdressed than being underdressed.

Review your CV

If it has been a bit too long since you drafted your resume, it is highly likely that you forgot most of its content. So glance through it thoroughly before you sit in front of the interview panel.

Be prepared for standard questions

Brainstorm a list of frequently asked questions in your specific field of work and designation. Prepare interesting answers for all possible scenarios of "tell me about a time when ..." questions.

Prepare your questions

At the end of the interview, most interviewers seek to know if you have any questions. So be prepared with ones that exhibit your inquisitiveness and shows that you are looking forward to being associated with the organization.

Do not badmouth your former employer

Often, the toughest and most uncomfortable part of the interview is when you have to explain why you left your previous company. **Caution: do not lie.** Convince them genuinely why you felt that you need to take a step further and state the reasons why your new job would best fit you.

Thank you card

It does not need to be a card. A 'Thank You' email would be fine. This gesture makes them remember you. You begin with your niceness, why not end with it too?