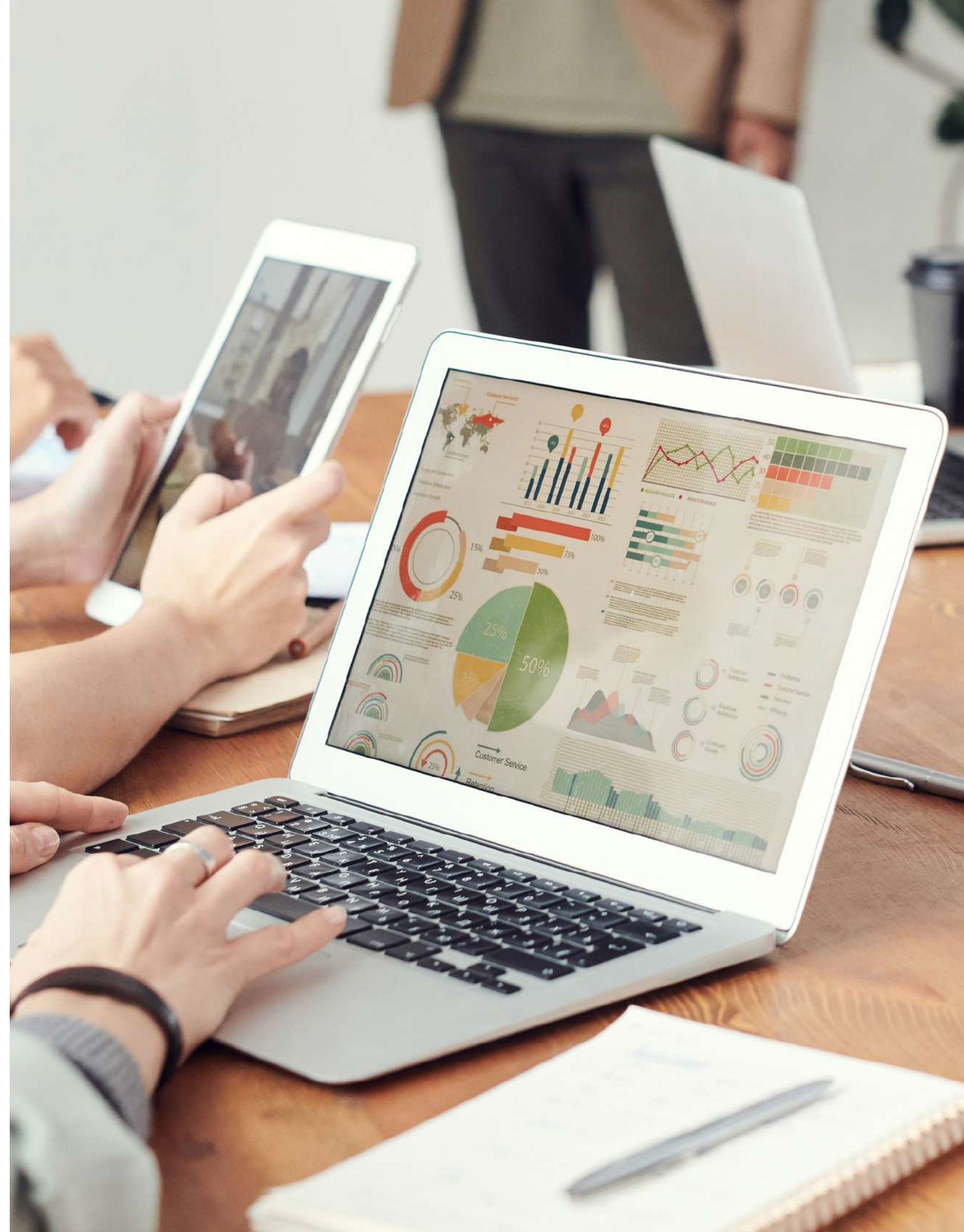


Interview Preparation

3-Phases

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3-Phases of Interview Preparation & Actions

01

**Before the
Interview**

02

**During the
Interview**

03

**After the
Interview**

Phase-01 | Preparation before the Interview

Always Remember

- 01 Failing to Plan means Planning to Fail**
- 02 Wise soldiers have their Weapons in the BattleGround**



Take the Actions

- 01** **Go through the JD** (Understanding the Job Role, Need of the Company and Company Profile)
- 02** **Proper Research of the Company** (Vision, Mission, Management, Growth Rate & Progress Graph from the beginning and Financials etc.)
- 03** **Ensure your Social Media Presence & Check Company's too** (LinkedIn, Facebook and Twitter etc.)

- 04 Prepare Basic Interview Questions and Unique Answers (as per the Company's Research)**
- 05 Prepare to Explain your Resume (Go through the Resume at least 5 times)**
- 06 Practice (Explaining your Achievements and Career Goal)**
- 07 Facing the Fear of Failure (Use some tactics i.e Meditation, Breathing Exercises, Focus on what you know but not what you see)**

- 08 Understand KRA (Key Responsibility Area), KPI (Key Performance Indicators)**
- 09 Get all Information about your Interviewer (From the Contact Person, Company's Website and LinkedIn etc. And read his Posts and Articles carefully)**
- 10 Understand the Company's Objective to hire you (What problem you are expected to solve)**

- 11** **Analyze your skills and how these skills can be utilized** (To make an impact and how can these skills achieve the Goal of the Company)
- 12** **Only a brief explanation is needed** (What is written in your Resume)
- 13** **Focus while you are talking** (Focus on your Skills & Achievements during your conversation)

- 14** **Answer to the point** (Understand the Employer's Need and then Answer)
- 15** **Ask questions intelligently** (I.e what is your expectation with me, how will you judge my performance, get clarity of Roles & Responsibility etc.)
- 16** **Conduct some Interview Mock Drills at Home** (Take the help of your friends, Record your performance, take feedback & Improve)

Next Part.....

In the next part, we shall discuss

Phase-02: Actions during the Interview

Phase-03: Actions after the Interview

Phase-02

Actions during the Interview



3-Important Points

- i Dressing**
- ii Body Language**
- iii Communication**

Point- I

Dressing

Leather Portfolio



Formal Dressing



Point- II

Body Language



- **Eye Contact**
- **Pitch & Clarity of Voice**
- **Face expressions**
- **Body movement and posture**
- **Sitting Position**

Sitting Position



Point- III

Communication



“Communication Skill is One of the Top 5 Soft Skills, Recruiters are Looking for”

(-Forbes)

Study on Communication (Albert Mehrabian)



Verbal **7 %**

Vocal **38 %**

Visual **55 %**

**(A overall role of Body
Language is 93 %)**

Components of the Communication



3-Important things

- i Active Listening & Understanding**
- ii To the Point & Customized Answers**
- iii 60% Listening & 40% Speaking**

Other Important Points



- i** **60 Seconds Rule for Answering every question**
- ii** **Be Real, Honest & Balanced**
- iii** **Don't be Aggressive**
- iv** **Put yourself on equal level as interview is Dialogue, not a Monologue**
- v** **Ask questions Intelligently**

Phase-03

Actions after the Interview



- i. Evaluate yourself, your performance and typical questions asked in the interview. Be prepared for next time**
- ii. Send a Thanks Note on the same day**
- iii. Keep in touch and regular follow-ups. It shows your visibility to the recruiters**
- iv. Following-ups and Keep updated on the results of the interview**

**Also important to download Free
E-Book on....**

**STAR Technique for Answering Critical
& Behavioral Questions**

**Submit your Resume to get into your dream job
in CSR sector**

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