

# 5-Steps Guide How to Ace any Interview 2022



**Need, Self-Analysis  
& Bridging the Gap**

**Interview Process,  
Parts and Tools &  
Tactics**



# How to Ace any Interview (Concept Clarity)

**Failing to Plan  
Means  
Planning to Fail**



## **5-Steps Guide to Ace any Interview**

### **Step-1. Job Description (JD):**

**Understanding JD is the key to success. Hence it is very important to read the JD carefully. It gives you clarity on the following points:**

- **Needs & Requirements of the Job Role**
- **Tasks expected from the Candidate**
- **And the actual problem for which the job exists**

**Your success is directly proportional to how better you understand the problem and role and present yourself accordingly.**

### **Step-2. Your Interest in Profile and Company:**

**You also need to have clarity on the following points:**

- **Why do you want to work for this Role?**
- **Why do you want to work for this Company?**

**Recruiters are always so excited to know what makes you interested in the Role and Company. And this is the favorite question of the recruiters. Missing it may lead you out of the race. So find something interesting and reasonable.**



### **Step-3. Career Goal & Future Plan**

**A career Goal is your target on what position you want to see yourself within a time frame. This may be a long-term goal and further you can break it down into short-term goals i.e Assist. Manger, Manager, AGM and GM etc. And this would be your journey with learning new things & skills in your career.**

**And you also have to plan it into the steps accordingly. And always remember before explaining to anybody that you are keener to learn and develop as well as you would be known for your work not the position.**

### **Step-4. Research Activities:**

**Research about the company and role gives you a competitive edge and it stands out as a unique candidate. It helps you to prepare for the interview and enables you to present yourself as a rock star. You need to research on the following points:**

- Who is Hiring Manager, HOD, and CEO? This will help you to understand their personality and what types of questions they can ask as well as their expectation of the right candidate.**
- Also research about products/services, industry/market, competition, reviews of dealers/distributors & consumers and company's market, position & challenges etc. This would enable you to understand deeply the company and its challenges.**



## **Step-5. Self-Analysis:**

**Self-Analysis is a process that enables you to understand your strengths, weaknesses, skills, abilities, values, achievements, and goals. Here, this is to be done with respect to the requirements of the job role.**

**This will give you clarity on your KSA (Knowledge, Skills & Abilities) v/s Need & Requirements of Job Role. And you would be able to prepare your story to present in the interview effectively.**

**Self-Analysis also enables you to answer the following questions during the interview:**

- **What are your strength and weakness?**
- **Where do you see yourself in the next five years?**
- **What is your career goal?**
- **Why do you want to join this role and company?**
- **Why should we hire you?**

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