
Ten Rules of Interviewing

Before the job interview, you should prepare a list of questions to ask the interviewer. This will show that you are interested in the job and the company. It will also help you to understand the role and the company better. You should also prepare a list of your achievements and skills. This will help you to answer the interviewer's questions more confidently. You should also prepare a list of your weaknesses and how you have improved them. This will show that you are a self-starter and a person who is always looking to improve. Finally, you should prepare a list of your career goals. This will show that you are ambitious and motivated.

Keep your answers brief and concise.

Use the STAR method to answer questions. STAR stands for Situation, Task, Action, and Result. This method helps you to structure your answers in a clear and concise way. It also helps you to provide specific examples of your achievements and skills. For example, if you are asked a question about a project you worked on, you can use the STAR method to describe the situation, the task you were assigned, the actions you took, and the results you achieved.

Include concrete, quantifiable data.

When you are asked a question about your achievements, include concrete, quantifiable data. This will help the interviewer to understand the impact of your work. For example, instead of saying "I increased sales," you should say "I increased sales by 15% over the last six months." This shows that you have a clear understanding of your work and its impact. It also shows that you are a results-oriented person.

Repeat your key strengths three times.

Repeat your key strengths three times during the interview. This will help the interviewer to remember your strengths and how they relate to the job. For example, if your key strength is communication, you should mention it three times during the interview. This can be done in a natural way by mentioning it in your introduction, in your answers to questions, and in your closing remarks. This will show that you are confident in your strengths and that they are a key part of your professional identity.

Prepare five or more success stories.

Prepare five or more success stories to share during the interview. These stories should be specific examples of your achievements and skills. They should also be relevant to the job you are applying for. For example, if you are applying for a sales job, you should prepare success stories that demonstrate your sales skills and your ability to work in a team. These stories should be prepared in a way that is easy to remember and easy to share.

Put yourself on their team.

Put yourself on the interviewer's team during the interview. This will help you to build a rapport with the interviewer and to show that you are a team player. You can do this by using "we" instead of "I" when you are talking about your achievements and skills. For example, instead of saying "I increased sales," you should say "We increased sales." This shows that you are a team player and that you are committed to the success of the team. It also shows that you are a person who is always looking to help others and to work together to achieve common goals.

Image is often as important as content.

Your image is often as important as your content during the interview. This means that you should pay attention to your appearance and your body language. You should dress professionally and neatly. You should also pay attention to your posture, your eye contact, and your facial expressions. These things can all make a difference to how the interviewer perceives you. You should also be aware of your tone of voice and your pace of speech. These things can also make a difference to how the interviewer perceives you. Finally, you should be aware of your overall demeanor. You should be confident, calm, and professional.

Ask questions.

Ask questions during the interview. This will show that you are interested in the job and the company. It will also help you to understand the role and the company better. You should ask questions about the job, the company, and the interviewer. For example, you can ask questions about the company's culture, the company's values, and the company's future plans. You can also ask questions about the job, such as the job's responsibilities and the job's challenges. Finally, you can ask questions about the interviewer, such as the interviewer's background and the interviewer's experience.