

How to prepare for a job interview?

- Familiarize yourself with the company
- Research the most likely questions to be asked during the interview
- Ask about the company culture to evaluate if the company is a good fit for you
- Manage your expectations after the interview and know how to move forward.



Carefully examine the job description



- During your prep work, you should use the employer's posted job description as a guide.
- The job description is a list of the qualifications, qualities and background the employer is looking for in an ideal candidate.

know the Job Description



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- The more you can align yourself with these details, the more the employer will be able to see that you are a match.
- The job description may also give you ideas about questions the employer may ask throughout the interview.
- Research the company culture – Modern companies usually have social media accounts and blogs that discuss their company culture and industry.
- This information can give you an impression of the tone and personality of the company, as well as what they value.

List Your Skills



- Make a List of your skills and a list of your skills and how relate to job description
- The above will help you answer important questions about why you are a good fit for the job
- Create a List of Questions for the interviewer this shows that you are engaged in the interview.

Body language

- Practice your speaking voice and body language - It's important to make a positive and lasting impression during the interview process.
- You can do this by practicing a confident, strong speaking voice and friendly, open body language.
- While these might come naturally to you, you might also want to spend time practicing with trusted friends or family or in front of a mirror.



Conduct mock interviews

- Just like public speaking, practicing interviews is the best way to relieve anxiety and improve your confidence.
- Practice may feel tedious, but repeatedly experiencing the interview process will make you more comfortable and help you give the right impression.



Prepare your travel arrangements



- Job interviews tend to be stressful for most people for many reasons but getting to the interview can be a challenge in itself.
- If your interview is in an unfamiliar area or even an entirely new city, it can be a source of anxiety to find your way around and make sure that you show up on time.
- Arrive at your interview early.
- Save the interview contact information.
- Search the location in advance.

Conclusion

- Know your personal, professional strengths and weaknesses.
- Take Your Time. It's okay to take a moment before answering the questions.
- Take a deep breath, or a sip of water, or simply pause.