

# Interview tips

[Sociology](#), [Communication](#)



To help the interviewee (you) decide if this is the Job that you want and ask questions that will help you determine if this Job will be a good fit for you. 2. To help the interviewer decide if you are the best fit for the position that is available. It really is that simple. But that does not mean that it is an easy process. From the moment that you find out you have an interview; you must step into sales person mode. " But I want to be a security guard - not a sales person," you might be thinking. That's true. Until you have the job though, you are a sales person and what you are selling is yourself.

You must be able to sell yourself as something that the company needs to fulfill a purpose. There are two rules that sales people follow, no matter what they are selling: 1. Know your product. 2. Know your audience. These two rules will take you a long way in the interview process and all of the tips that you are going to read about in this e-book will all come back to these two things. Without knowledge of your product (yourself) and your audience (the company you want to work for) you will not be successful in the interview.

Before, moving on to the 10 tips that will help you in the interview process, remember that the interview process does not begin the moment you walk in the 5 Before the Interview oor of the interviewer's office. Nor does it begin when you walk in the building of the place you are being interviewed at. The interview process begins the moment you find out that you have an interview. And that is where we will begin. Before the Interview 1. Research Before you begin doing anything else, your first task should be to find out as much about the company as possible. And that goes back to that second rule of sales, " Know your audience. The more you know about the company that you are want to work for, the more information you will have available to

show the interviewer that you are the best person for the job. It could be something as simple as knowing that the owner of the company has been nominated for an ABC award or knowing how many people the company employs each year. Every little bit of information can be helpful in some way. Here is some of the information that you should look for:

- 0 Who are the leaders of the organization? Have they been featured in the news or media lately? What are their personal mottos, goals, and values?

- Where did they go to school? Have they owned other companies?
- 0 What kind of online presence does the company have? Most businesses have a web site, so make sure that you read every page of that site. Do they have a Facebook account or a Twitter account? Read the latest updates and tweets. See how they interact with others and topics show up on their tweets and on the wall of their page.
- 0 Who is the company's competition? How does the company promote themselves to stand out amongst the competition? Does the company have a motto? Is the company growing or expanding in comparison to other companies?
- 0 Does the company participate in volunteer events or charities? Are they involved in the community? Any information that you can gather about the company can be helpful. The information that you learn can help you answer questions. It can also create questions that you can ask later in the interview.

2. Practice No matter what questions you are answering and no matter what you are talking about, it is important to sound confident. The more you practice what you are going to say, the more confident you will appear. Practice by yourself and practice with other people.

Friends, colleagues, and family members make excellent practice partners and sometimes they hear things that you might not notice. You may not notice how many times you say, " Umm... " but your practice partner will. You can also practice by using a recorder or a web camera. With a recorder, you can focus on your speech. Listen for things like talking too fast or too slow, pronouncing words wrong, overuse of the words " like", " um", or " uh". Some people have a tendency to let words trail off at the end of their sentences and this can make you difficult to understand.

With a web camera you can pretend that the camera is the interviewer. Observe how much you keep eye contact and how often you look at things other than the " interviewer". When you are practicing for the interview, one of the most obvious things to practice is how you answer interview questions. Be familiar with the most popular interview questions and practice answering them until you are completely comfortable with your answers. You will read more about the most commonly asked interview questions in the During the Interview section.

You can also find more common interview questions that you can practice by doing some research online. **7 Before the Interview** The interview questions are not the only thing you should practice though. Some of the other things you can practice are: **0 Your handshake.** **0 How you introduce yourself.** **0 How you end the interview.** **3. While You are Waiting** You will often have some time to wait in the reception area before you go into the interview. This time is important, too. Here are a few **DOS** and **DON'TS** to keep in mind: **0 DO** use this time to mentally rehearse your answers. **0 DON'T** talk to

yourself. DO visualize yourself entering the interviewing room, shaking hands with the interviewer, and appearing calm and confident. 0 DON'T chat up the receptionist. The receptionist has their own Job to do and it is not the receptionist's Job to babysit you or entertain you. 0 DO get rid of the chewing gum before you enter the building. You do not want to have it in your mouth when ou enter the interview and it will be more difficult to dispose of once you enter the waiting room. 0 DON'T pace. Pick up a magazine or brochure before you sit down if you like but don't spend your time wandering around the reception area. DO use the restroom before you get settled. A full bladder will distract you and make you appear nervous. 8 During the Interview During the Interview 4. Confidence is Key The first few minutes of the interview are imperative. It is believed that people develop an impression ot you within the first 30 seconds and that impression can continue through the interview. No matter what you must appear confident. If you don't believe in yourself, if you do not have confidence in what you are selling, how can you expect anyone else to believe in you?

One of the worst things you can do in the first 5 minutes of the interview is showing your nervousness. For instance, " If they are nervous and can't answer questions or give one word answers," says Ahmed Elbarmil of North Eastern Security Force, it decreases your likelihood of getting hired. How can you demonstrate confidence in those first few minutes? One of the best ways to do this is to smile. A smile goes a long way in any situation but it is especially important in the interview. It tells the interviewer that you are happy to be there and that you are happy to meet them.

A smile implies sincerity and approachability. A smile suggests that you are honest. You can also show that you are confident through your eye contact. Eye contact should be maintained throughout the interview, but when you first meet someone it is even more important. When you make eye contact with someone you are telling them that you have nothing to hide. You are suggesting that you are an open book. You also give them the impression that you are interested in them and that you are ready to listen. Of course, one of the things that convey confidence more than anything in an interview is your handshake.