

Prepare for a job interview

[Business](#), [Employment](#)



Every selection process for any job vacancy implies an interview at the end. That is because the employer needs to make sure of choose the right candidate, and the best way to attain it, after having reduced the number of applicants, is meeting the prospective employee in person. An interview enables the employer to state that the interviewee is what the organisation requires by observing his/her performance. So, as Ashley (1990, p. 42) points out, "[The interviewer] is interested in you [the applicant] as a person ... He will be interested not so much in what you answer but how you answer". This is the reason someone who is applying for a vacancy needs to prepare the job interview in advance. Ashley (1990), Fletcher (1992), and Skeats (1994) have equally drawn attention to the fact that an applicant must do some research about the job itself and the organisation which offers it before attending the job interview. However, both Ashley (1990) and Fletcher (1992) indicate that this research should be done even before applying for the job and also again after had been given an interview, but this time the candidate must research more conscientiously, " furthering this knowledge [about the job and the organisation]"(Fletcher, 1986, p. 54). It is of common sense that a person interested in a job wants to know more exactly what it involves and how the organisation for which he/she is planning to work is. Correspondingly, an interviewer is more likely to consider an applicant as serious if he/she shows interest by pointing out his/her knowledge of the job offered. As far as the interview itself is concerned, the interviewee must remember, as Ashley (1990) perceptively stated, that the key issue is the way the answers are given. This opinion resembles the Skeats' s(1994) one who warns the candidate on showing his/her " weaknesses in a positive light

... as long as you [the candidate] won't seem too clever or arrogant" (p. 15)

On the other hand, this recommendation is not easy to follow if the applicant has not thought of his/her answer before. When answering questions of a job interview, the interviewee desires to be elected for the job, so he/she tends to avoid showing his/her weaknesses since they can result in an unfavorable point to attain the job. Because of the importance of knowing how to answer the questions which can represent a problem for the candidate, prior preparation is required. Regarding the necessary preparation of the answers for the possible awkward questions at the interview, Ashley (1990), equal to both Fletcher (1992) and Skeats (1994), correctly argues that analyzing oneself and making a realistic list of personal strengths and weaknesses will be useful. Furthermore, he also notes that " it is useful ... to note down your [the candidate's ones] answers so that you [the candidate] can refer to them" (Ashley, 1990, p. 42). Conversely, Fletcher (1992) rightly points out that, as " no interview is 100% predictable" (p. 63), " rehearsing word-perfect answers is not a good idea at all" (p. 64). With reference to the day of the interview, there are three things to think of: the trip to the place where the interview is going to be, the choice of the clothes, and the desired state of mind. Concerning the trip, Skeats's (1994) opinion of a necessary trial trip before the day of the interview is similar to Fletcher's (1992) one. Punctuality is very important since being late, not only could be easily translated by the interviewer as a lack of interest or even as an offence, but it also could meant to spoil the opportunity of take the job, because the interviewers usually have several interviews arranged and they can choose another candidate. With regard to the appearance, Ashley (1990) agrees Fletcher

(1992) about the need of take care over the dress, since " first impressions do count" (Ashley, 1990, p. 45). However, these two authors differ from which one should be the desired state of mind. Fletcher (1992) advocate being " a little anxious" (p. 67) in order to avoid excessive relaxation, whereas Ashley (1990) states that the interviewee should be " confident and relaxed ... to handle any potentially ' tricky' questions" (p. 46). In conclusion, a job interview is an event which requires carefully preparation and cannot be taken lightly if the applicant wants to succeed. There is scarcely any difference between the opinion of Ashley (1990), Fletcher (1992), and Skeats (1994) about the way to achieve this preparation, which, in sum, involves a personal analysis of skills as well as some rehearsal of possible difficult questions and planning of the interview's day. References Ashley, R. 1990. Interviews: how to succeed. Dumfriesshire. Tynron. Fletcher, C. 1992. Get that job: your guide to a successful interview. London. Thorsons. Skeats, J. 1994. Interviews: how to succeed. London. Ward Lock.