**Faculty of Economic Sciences, Commerce and Management Sciences**

Deprt. of Management Module: English

Level: First year master SM academic year: 2019/2020

Lecture: 11

***Preparing for an interview***

Preparing for an interview primarily means taking time to thoughtfully consider your goals and qualifications relative to the position and employer. To accomplish this, you should perform research on the company and carefully review the job description to understand why you would be a good fit. Let’s look at the steps to preparing for an interview.

**1. 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. The more you can align yourself with these details, the more the employer will be able to see that you are qualified.

**2. Consider why you are interviewing and your qualifications**

Before your interview, you should have a good understanding of why you want the job and why you’re qualified. You should be prepared to explain your interest in the opportunity and why you’re the best person for the role.

**3. Perform research on the company and role**

Researching the company you’re applying to is an important part of preparing for an interview. Not only it will help provide context for your interview conversations, but it will also help you when preparing thoughtful questions for your interviewers. Not only that, but fully preparing for an interview will help you remain calm so that you can be at your best. Here are a few things you should know before you walk into your interview:

* **Research the product or service**
Even if the role isn't directly related to the company's product or service, you're still looking to be part of the team. It's important to learn all you can about the product or service the company produces and promotes. You don't necessarily need to understand each and every detail, especially if it's a technical product, and you're interviewing for a non-technical position, but you should have a basic understanding of the main products or services the company offers.
* **Research the role**
It's important to read the job description carefully and make sure that you understand all the requirements and responsibilities that go along with it. This will not only prepare you with thoughtful, targeted questions about the position during the interview, but it will ensure that you're truly qualified and prepared to tackle the responsibilities if you get the job. Researching the role before an interview will also help you to decide whether or not the position is right for you.
* **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. No matter how good a job seems, it's important that you fit within the company culture and share a similar personality and values.

**4. Consider your answers to common interview questions**

While you will not be able to predict every question you’ll be asked in an interview, there are a few common questions you can plan answers for. Here are examples of common interview questions:

* Why do you want to work here?
* What interests you about this role?

**5. Conduct mock interviews**

Just like public speaking, practicing interviews is the best way to relieve anxiety and improve your confidence. Practice may be tedious, but repeatedly experiencing the interview process will make you more comfortable and help you give the right impression. If you have friends or family to help, conduct mock interviews as much as you can. If you don't have another person, practice your questions and answers out loud. You may find that an answer sounds awkward or doesn't convey what you wish when it's spoken, so this gives you an opportunity to refine your answers and commit them to memory. The more you repeat your interview, the more confident you'll be during the real situation.

**6. Present your professional skills**

When you prepare for a job interview, make note of your skills that relate to the role and think of how your experiences and abilities can contribute to the overall goals of the department and company. Your answers will be somewhat short, so you want to choose the most positive and relevant information to share during the interview. Whatever accomplishments you have, don't be modest about sharing them during your interview. Your potential employer wants to know that you will be the right fit and that you can deliver something to the company, so they need to know all the reasons that you can provide that for them.