
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 experiences that are relevant to the job. This will help you to answer the interviewer's questions more effectively. You should also prepare a list of your strengths and weaknesses. This will help you to understand your own value and how you can contribute to the company. Finally, you should prepare a list of your career goals. This will help you to understand your own career path and how you can achieve your goals.

Keep your answers brief and concise.

Use the STAR method to answer questions. This 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 focus on the most important aspects of your experience. You should also avoid using too many words and phrases. This will help you to keep your answers brief and to the point.

Include concrete, quantifiable data.

When you are asked about your achievements, use specific numbers and percentages to quantify your results. This will make your achievements more credible and impressive. For example, instead of saying "I increased sales," say "I increased sales by 25% over the last year." This will show that you have a track record of success and that you are capable of achieving your goals.

Repeat your key strengths three times.

Identify your three key strengths and repeat them throughout the interview. This will help you to reinforce your strengths and make a strong impression on the interviewer. You should also use these strengths to answer questions about your qualifications and experiences. This will show that you are confident in your abilities and that you are a strong candidate for the job.

Prepare five or more success stories.

Prepare five or more success stories that you can use to answer questions about your achievements. These stories should be specific and detailed, and they should focus on your role in the success. This will help you to provide concrete evidence of your abilities and experiences. You should also practice telling these stories out loud to build your confidence and to make sure that you can tell them clearly and concisely.

Put yourself on their team.

Use the words "we" and "our" instead of "I" and "me" when you are talking about your achievements. This will show that you are a team player and that you are capable of working with others to achieve success. You should also show that you are interested in the company and the job. This will help you to build a rapport with the interviewer and to make a strong impression on them. Finally, you should show that you are a confident and capable candidate for the job. This will help you to stand out from the other candidates and to increase your chances of being hired.

Image is often as important as content.

Pay attention to your appearance and body language during the interview. This will help you to make a good impression on the interviewer. You should dress professionally and neatly, and you should maintain good posture and eye contact. You should also smile and be friendly. This will show that you are a confident and capable candidate for the job. Finally, you should be prepared to answer questions about your appearance and body language. This will help you to understand the interviewer's expectations and to make sure that you are meeting them.

Ask questions.

Ask questions of the interviewer 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. This will help you to make a more informed decision about whether or not you want to accept the job offer. You should also ask questions about the interviewer's experience and background. This will help you to build a rapport with the interviewer and to make a strong impression on them.