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**Choice For The
Recruiter**

10 Best and Easy

**Tips & Tricks To Crack The
Interview Which Can Take
You To Your Dream Job!**

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Lee Miller for giving great salary negotiation tactics in his book - **Get more money on your next job**

Be Very Careful

You should not continue reading this document further, if:

1. You think that you already know everything.
2. You believe that you are the only one for the job you want.
3. You have not already answered the **2 most important questions**.

Every human being accumulates lot of knowledge and information through education and experience but no matter how wise we are or how knowledgeable we become; there will always be some knowledge untapped about the most common topics in the world. So read the document to identify the information which is untapped and to refresh the memories of the information which you already possess but have not used since long.

Also you must be ready to accept this fact that there is a huge queue of potential competitors for every single job opening you may love to be in. So going with the attitude that you are the only one for it, will only strengthen your chances of failures, as you are likely to be less prepared for the competition.

Tip to Remember: The recruiter is looking for the 'most competitive' candidate.

But before you read a single word further, you must answer 2 most important questions to yourself.

1. **Have I applied to the correct job opening?**
2. **Why do I wish to be considered for this opportunity?**

If you haven't answered them yet, don't read further as, no matter how well you perform at the interviews after or without reading this document, your chances of selection are more dependent on the heavenly bodies than your own merit.

You must be thinking, **"What do I get by answering these questions?"**

Answer to question 1 gives you a chance to compare the education, skills and experience desired, with what you have and demands you to reassess your decision of applying for this job.

Answer to question 2 gives you a true reason to really wanting this opportunity and the recruiter's perspective on why he would be hiring you. Once you answer this, you can easily prepare to fill in the gaps.

Introduction

There's doing an Interview and there's doing a successful targeted Interview. Now what's the difference? It is as good as getting a success in 10 attempts and getting your dream job in a single attempt. Saving time for everyone is a good thing and it can be done only through thoughtful planning, creating a realistic goal and actively working towards it. Now, how well does it matter, if you are a Masters in Business Administration from the top most university with great experience in sales, to a company (which obviously is your dream company) that requires a chemical engineer?

Ever thought why you or somebody you know got rejected by 8 companies before getting an offer by 1? Now assuming, that you have applied after carefully checking the requirements of a job, its all very well to be nicely fitting in the position, but what if the recruiter does not like the way you were dressed or you could not handle the questions in the right manner or, if you could not place yourself as the most suitable candidate for the job?

Tip to Remember: You may not be the most suitable candidate but you can always place yourself as the one of the most suitable candidate, that's interested and available.

Again after having assumed, that you met all the basic conditions of the recruiter, this document equips you with the tips and tricks to crack an interview which, if followed properly, will make you the most preferred candidate for your recruiter because after all, Interview is nothing but a **"Theory of Preference"**.

Now, how do you use this document? Read all or read selectively but these '10 best and easy tips and tricks to crack interviews' are so brilliant, that, if you follow them whole heartedly, the recruiter would have the offer letter ready for you. This document is the result of continuous keen observation of the recruitment patterns in great organizations like KPMG, Nestle, General Electric (GE) through more than 2000 interview cases which author managed personally in his 8 year long successful career in recruitment domain.

So just read through and follow the rules of the game.



Understand your Recruiter

Tip to Remember: Recruiter is a buyer and 'YOU' the candidate is a salesman as well the product.

Now, you would agree when I say that, for any sale to happen, both the product and the salesman must be as per the buyer's needs and choice and the moment you accept this fact, you know what your recruiter is expecting out of the interview.

Do you realize why most fights happen between couples? It is because; girlfriends' expectations are never met as it takes an immense skill to understand what they are.

But understanding a recruiter's expectation is much easier than that of your girlfriend. Question is, how do you do that? Simple, just think about all the shopping you did in the last week or month, carefully examine the chain of events before the purchases, identify the common events that took place before the sale happened, the common characteristics a sales man showed who impressed you to convert the sale, the common connections between you and the product which forced you to buy it.

Let me help you with it. You as a buyer wanted the following:

In your Product	In your Sales man
<ul style="list-style-type: none"> ➤ Product had specifications which met your technical, physical or emotional needs. ➤ It was packaged and presented better than others. ➤ It had more detailed and specific literature. ➤ It had additional features for a same or better price. ➤ It came with an extensive service network. ➤ It fit better to the space available to you. ➤ It had a unique selling proposition (USP). 	<ul style="list-style-type: none"> ➤ Sales man was confident, properly dressed and presentable. ➤ He was seriously interested in understanding your requirements and was fully attentive to them. ➤ He had good knowledge about the store, the products and the offers. ➤ He was communicative with good verbal and non-verbal skills. ➤ He could easily match up the products specifications and qualities with your requirements. ➤ He assured you that your money was not as important as your satisfaction. ➤ He helped you with payment and other operational formalities. ➤ He left a positive impression on your mind, even if you did not buy, so that you consider him, while deciding.

So, I can't emphasize enough on the importance of a better salesman ship than the product itself. Recall, how many times, you bought a product just because the sales man made you believe that the product was right for you? It's that ease and conviction of a good sales man which this document will help you to develop with in you and you must master that skill as the recruiter is an extremely difficult customer to crack.

Tip to Remember: The more difficult a customer is, better planned and prepared a sales man must be.

Understand the Process of Interview

When I managed my first interview, I was extremely curious as to why a single person can not take a decision? Are they not wise enough or they simply wish to test a candidate's patience?

Well, the answer is **NONE**. An individual coming on board generates a number of expectations both for himself as well as for the company. A single recruitment cost several hundred dollars of man hours, a lot of thinking, and great deal of resource utilization, so now, just imagine the cost of a single “**wrong**” recruitment.

I still remember that once, there was a candidate hired in one of the largest private banks for the position of Sales Manager – Liabilities, the role which required in-depth market understanding, knowledge of the geographical area, and exceptional team handling skills. Based on the interview stages, the candidate was extremely fine but just a single thing was missing and that was team handling experience but he exuded so much confidence during interviews that Regional Sales Head decided to give him a chance to handle a team for the first time. And there went everything wrong.

The candidate could not perform in excessive pressure environment as he could not manage his team well. There was lot of confusion amongst team members, performance of once performing team members came down drastically which affected the Area Sales Manager's over all team performance leading to the falling numbers for entire region. A single wrong entry to your team can cause severe damages to not only own but every other team member's performance.

If the cost of single recruitment is in hundreds, the cost of single 'wrong recruitment' may run into hundreds of thousands, hence the stringent interview process and a combined opinion formed from judgments coming from different department heads.

A basic interview strategy can be understood from the funnel diagram given, which clearly demonstrates the importance of each and every stage and activity of interview. It shows how each step helps in creating preference for a selected lot of candidates.



Hence, in order to come out successfully at the tapering end of the funnel, it is extremely important that each and every stage should be given equal weight-age and before every process, always think hard and find out the reasons for which the recruiter must prefer to see you in every section of the funnel.

Tip to Remember: A good hire is a big asset for an organization whereas a bad hire can be the biggest liability and no one wants liabilities. Isn't it?



10 Best and Easy Tips and Tricks to Crack an Interview

1. 'Research' is the biggest trick to success.

Now, let's be in a recruiter's shoes for some time. Would you ever like to hire someone who:

- Has no idea or little idea about your company – The first impression you would get is – **“Is he even interested in joining our place?”**
- Is clueless about the job profile – **“Did you even read the email I sent?”**
- Ask about your company, products, locations, etc – **“Wake up, Internet became public in 1989.”**
- Don't know about your competitors – **“Business is a competition, how would you save your throat, if you don't know, who's going to slice it?”**
- Has no idea of political impact on your company – **“Do you read newspapers?”**
- Is not aware about the technological advancements – **“Its no stone age, mate”**

And above all, your inability to discuss any of the aforementioned issues will simultaneously directly reflect upon your unpreparedness, careless attitude and reluctance to research and overall lack of interest in the job. **Now, why even go to such interview and waste everyone's time?**

Would you bother to visit a store, where you know that sales man does not know anything about the store, products, prices, offers and the competitors? I guess you know the answer better.

I can understand that while working in present organization, can leave you a little time to carry out an in depth research but then, all you need to do is just search in two places and you will be completely equipped with most of the information you would need.

A. Recruiter Company's website (especially the news section) – This gives most of the information. The news section also reinforces your confidence in your decision to join a company.

B. Google.com – To do a competitors' review. If you would be lucky enough, you could get free online case studies on company of your interest or the sector on the whole.

Additionally, you can use social networking websites like Linked.com to get in touch with former employees of the company to get first hand information. Former employees can give more independent information.

Tip to Remember: Research thoroughly. Let recruiter know that you are a person who makes decisions based on researched facts and are also deeply interested in his organization.



2. 26 Tips to crack a Telephonic Interview

While inventing telephone, Sir Graham Bell, never would have imagined that the little thing which he invented just to talk long distances, will decide the future of 60% careers. Yes, because more than 60% of the applicants get rejected over the telephone itself. But what's the need for a telephonic round, especially, when most of the questions asked will be repeated and all the information can be extracted during personal interview? The reasons are more than one. It saves a lot of;

- ✓ effort
- ✓ time, and;
- ✓ money

Now, you would ask, how all the above are achieved? During a telephonic round,

1. First level screening happens where candidates are selected based on their communication skills, both verbal as well as non-verbal.
2. Reconfirmation of all the factual information is done like qualifications, experience etc.
3. Candidates' level of interest is assessed by adjudging the level of research he has carried out already.
4. Candidates' understanding of the job description and his role is ascertained to ensure that he would not back out after the entire process has taken place.
5. It is also an opportunity for the candidate to ask relevant key questions about the profile he would be offered, so that if something does not match up to his expectations, he can refuse to move ahead.

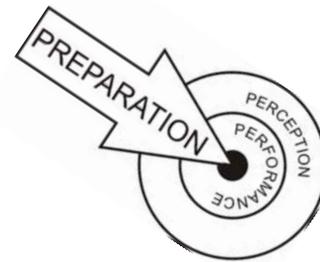
Tip to Remember: Never think a telephonic interview is casual. Prepare for it harder than a face to face as you won't have a body language to display or cover up.

26 Tips to crack a 'Telephonic Interview'

- **First and Foremost, NEVER think it's casual.**
- Research thoroughly before the telephonic interview, just like you would do in a face to face interview.
- The moment you put up your resume, you must make yourself available to recruiter for a telephonic call. So, if you get a call without intimation, don't be miffed. Either carry on, if you can, else politely ask to set up another time stating the reason for your inconvenience. Never sound busy.
- If you choose to continue with the call, make sure you are prepared. **Never tell your recruiters that you don't know about his company because you did not get**

the time to research because aren't you supposed to apply to a job after the research?

- Avoid using a cell phone as network issues, call drops etc. can work against you. If you can manage a landline, that would be best. If it's on cell phone, keep your batteries charged.
- Be at a calm place, away from noise and distractions. Avoid having people around you.
- Keep your resume and all other important documents spread in front of you or opened in computer so that you can refer to them while answering.
- Usually suggest a time before or after office hours. After is preferable as you are not in a hurry to reach the office or are not worried about that meeting you have today.
- Don't sound frustrated, if the caller is late as he is a busy person too. If it's not convenient to continue, politely request him to set up a new schedule.
- If the interview is on a landline, **switch off your mobile phone.**
- Use a friend for practice through mock calls.
- Greet positively.
- Smile, as it reflects positivity.
- Always ask how the caller would like to be addressed. Don't straightaway switch on to first name, as you are not aware about the seniority of the caller.
- Sound confident, which is possible only if you are confident, which comes from being prepared.
- Give clear and succinct answers.
- No single word answers please. It either shows your lack of interest or lack of information.
- Don't fill in awkward silences with waffle.
- Never interrupt the caller. Patiently let him finish first.
- Prepare a list of frequently asked questions
- Keep just the notes and points and not complete answers pertaining to each question so that you don't sound rehearsed or unnatural.
- Keep a notepad and a pen ready and make notes after the interview is done. Always confirm and note the caller's name, role in the company and phone number, he is calling from.
- Always ask about the next step at the end of the call. Send a follow up email, confirming your interest.
- Never hang up the phone first. Let the caller hang up first.
- If after the call, you don't feel your fitment in the position, always email stating the reason and a request to consider you for the kind of role you are fit for.
- Thank the caller for the call.



3. Prepare for the Face to Face Interview

10 Things one must do before face to face Interview

- Do not schedule any other meeting or appointment on the day of interview because having one would always keep you under pressure and would give you strong urge to leave as soon as possible making all your hard work go waste. Interviews sometimes may get delayed as well, which will make you sweat because of your next commitment, so keep yourself free.
- **Research** thoroughly for the interview. I am emphasizing again and over on the need to research as this is what will put you across as a seriously interested and knowledgeable candidate.
- Prepare a **checklist of documents** including your CV. Take fresh CV printouts. Arrange documents in reverse chronological order in a clean folder and carry all in a nice briefcase. **Make sure to bookmark or tag them so that you don't waste time in finding what's required or been asked for. It also shows your organization skills.**
- Do a **venue assessment**. You don't want to reach late so better plan ahead.
- Review your **resume**. Make sure there are no mistakes and you know everything that you have put down.
- Prepare a list of **trickiest and often asked interview questions** and rehearse with the prepared answers.
- **Check you dress**. Be clean; get your nails trimmed and a nice haircut.
- Prepare the **list of questions** that you would be asking.
- Keep things like a notepad and a pen ready.
- **Sleep Well.**

4. Dress for Success

Ask any image consultant, a seasoned human resource professional or an experienced recruiter, 55% of another person's perception about you is how you look and it doesn't only apply in case of an interview, it applies to routine life as well. However, you have the liberty of showing an **"I give a damn"** attitude in personal life, which unfortunately, can not be the case in a formal interview meeting. **You must dress appropriately.**

20 Tips to dress appropriately for an interview

- Wear a formal suit.
- Clean and properly ironed clothes
- Always carry a handkerchief
- Keep your teeth clean. You don't want to put off your interview when you speak.
- No jewelry for men and little for women. No cheap jewelry at all
- Neatly trimmed nails for men and manicured for women
- Nice haircut
- Smell good but not strong. Limited use of aftershave for men
- Sparse make up for women
- Clothes should not be ill-fitting
- Don't dress up for a party or a date
- Briefcase carrying documents should be nice and clean. It should not be oversized
- Don't forget to carry a nice pen
- Never carry a backpack
- Never smoke before an interview as the smell lasts longer than you would want it to be
- Don't bring chewing gum, Ipod, coffee, or soda
- Don't eat smelly food like onion, garlic, pickles etc before interview
- Cover the tattoos, if you have any
- Polished shoes is a must
- Clean hands. No one wants to shake hands with a person with stained hands



What if the company's usual dress code is casual or a non-suit environment?

Unless specified by the recruiter, dress up formally only. Interview is a more formal occasion as compared to daily meetings. So dress up should be more formal too. Dressing up formally shows that, you are seriously interested and want to impress the recruiter. If it's not positive, it would not be negative either which may be in case you dress casually. So why leave a chance? If you doubt that recruiter may not like formal dressing, ask politely. But that just applies to clothes; rest must still be followed as mentioned.

5. Your interview starts at reception. So, behave!!

Sorry for making it for everyone, but it is actually aimed at people who think that they can behave in whatever manner they wish to at the reception area. Now, how should you generally behave everywhere? Of course **very well**, because you are watched at every step. But what I intend to do here is to list some key things to remember and follow, the moment you enter the interview premises.

- Always make the register entries clearly, where ever required.
- Do not carry a camera phone to companies, where it is not allowed. Else, leave it at the gate. You can ask this at the time of interview set up.
- Park your vehicle only at the designated place, correctly.
- Enter the reception area with a warm smile and confidence in your body language.
- Greet the receptionist warmly with a smile.
- Don't stare the pretty receptionist.
- Don't try to flirt with the receptionist.
- Tell her the purpose of your visit and the person you intend to meet.
- Wait patiently, if asked to wait.
- Switch off your phone or at least make it silent.
- If you have to take some important call while waiting, go out and take the call as the voice echoes in the reception hall. Else, speak very softly.
- Don't chit chat too much or too loudly with the other guys waiting.
- Sit confidently. Neither sit at the edge of the seat showing that you are nervous nor sit too relaxed, as if you are tired already.
- If you wish to drink water, ask her how you could help yourself. If she asks you to wait at your place, go and wait patiently as she must have asked someone in pantry to serve you.
- Fill up the given forms neatly and correctly and hand it over to the receptionist. Wait for your turn.
- Don't stare at the women moving around the campus. Trust me, men think that no one is watching but they get noticed every time they do it.
- Don't forget to thank her after the interview before leaving the premises.

Tip to Remember: You behavior and manners at the reception show how you would be behaving after joining the company and the way you would be representing the company in the outside world. It also reflects on your upbringing and grooming. So, behave your best.

6. Impress the Recruiter before Interview Starts

Tip to Remember: The first impression a candidate leaves on a recruiter usually leads them to make a decision in favor.

In a survey of 2000 bosses, 33% claimed that they know within the first 90 seconds of interview whether they will hire someone. Now, given that fact, you can understand that how important to impress the recruiter from the first look is. And trust me when I say that, it is done way before the interview starts or before you say your first word. Let's see how.

10 Tips to impress the recruiter before interview starts

- **Excellent sense of dressing** – 65% bosses said in the aforementioned survey that clothes could be the deciding factor between two similar candidates. So create an edge by simply dressing well.
- **Look neat and simple** – Nice haircut, neatly trimmed nails, clean hands; all leave an extremely favorable impression on the recruiter. Even you would not want to work with shabby and unkempt people.
- **Smile** – Herbert Samuels once said, “**The world is like a mirror; frown at it and it frowns at you. Smile and it smiles too**”. Do this and you would surely come back and tell me about the relief, comfort and confidence you felt because the recruiter smiled back at you.
- **Confident eye contact** – I can go on with the list of adjectives that can be associated with a person having strong eye contact. Warm, personable, attractive, likeable, but the more important ones in the current context are qualified, skilled, competent, valuable, trustworthy, honest, sincere, confident and emotionally stable. **Eye contact straightaway creates a bond of trust.**
- **A strong handshake** – I don't really mean that you crush your recruiter's hand but a firm handshake along with a strong eye contact shows confidence, develops trust and generates a serious interest and it forces your recruiter to think – “I am meeting the right person”.
- **Voice quality and speech control** – Ever realized, how a good looking guy fails to get the simplest of girls and a not so looking guy gets a real time beauty? It's the smoothness. The good guy fails because his voice lacks clarity and conviction. Communication skills does not include using big Shakespearean words, it is simply an ability to speak with confidence, clarity and conviction; the rule of 3Cs. Practice, rehearse as it will help in every aspect of professional and personal life. Also match your speed of conversation to that of your recruiter.

- **Spontaneity** – Once a candidate while entering the interview room stumbled and fell. When he got up, he made a firm eye contact with the recruiter, smiled and said “Thank God, I have fallen in a good company”. What it did? It simply eased that awkward situation for both the parties, invoked humor hence lightness, and established a trust in recruiter’s mind that the candidate is intelligent enough to handle any kind of situation. Why wouldn’t someone like to hire such a smart candidate?
- **A sprinkle of humor** – In the words of American Journalist and Author, Mignon Mclaughlin, “**A sense of humor is a major defense against minor troubles**”. However, I am not suggesting too much use of it but as I mentioned earlier, carefully used sprinkles of humor can be a great asset to bond with the recruiter. Sometimes, we remember people just by their humorous one liner which they said in a particular situation. It really created a memory that brings smile and comfort. It shows your intelligence and ability to bond with strangers in first meeting. **But please, DON’T crack jokes or start reading from your cell phone.**
- **A good body language** – Or I should say avoiding bad body gestures. Your body gestures give positive or negative hints to the recruiter. For example, looking down when talking to someone indicates disinterest and don’t wish to look disinterested in interview. After all, you have worked hard on all the other elements, so why not on this one too?
- **Be calm** – Trust me when I say that if you are not calm, everything else will go wrong. Your looks, speech, body language, handshake, communication, eye contact or whatever else we have discussed in previous 9 points. If you have a tendency to loose your nerve, practice meditation.

Tip to Remember: Follow all the above. Recruiter will always remember you.

7. Tell the recruiter why you should be hired

Like a salesman, you never say why other products should not be bought but you get way too many chances during an interview to **prove** that you are best available candidate for the role and the employer must hire you. The reason, I have highlighted 'prove' is simple.

Recruiter would believe what you prove and not what you say.

10 Top reasons of why recruiter should hire you

- **You believe in the company** – Did you read the corporate vision, mission and the objectives while surfing through company's website? If you did, you can answer this, because many a times during an interview, questions will be asked like (What do you know about our company or how do you associate your role with the objectives of our company?) and only this knowledge can help you answering such questions with conviction.
- **You are interested in the role** – Companies are profit oriented and so are the individuals working in it. An employee can successfully perform only when he can foresee a conjunction between the organizational growth and his personal and professional growth as per Maslow's hierarchy of needs. This is the time when you can prove to the recruiter that you have not only carefully read the job description but have thoroughly understood the company's policy towards employees personal and professional growth and you also must convince the recruiter that you wish to take full advantage of such policies by giving best performance possible. At the end, it's a mutual give and take.
- **You are qualified and technically equipped** – This is one of those times to shine. Mention all the qualifications, and the skills that you have acquired including even the smallest job related trainings that you have attended and prove how these qualifications and skills will help you to do full justice with your new role by giving examples of the ways they are helping you in current job.
- **You can use your experience for this role** – When you are asked this question and I assure you that it would be, "How your current or previous experience can help you in carrying out this new role?" don't simply narrate your experiences as that can be read from your CV as well. The recruiter is expecting to see how well do you understand this role and you can do this only by establishing the correlation between your experience acquired and the demands of the new role. **For example, simply saying that your experienced include advanced MS excel training won't sound as good as saying "my previous experience has trained me so well in MS excel that I can create large formulated and highly efficient worksheets in my new role which will save a lot of time and make the data management extremely easy".**

- **You are ready to manage bigger responsibilities** – An employee's growth is directly proportional to the company's growth, meaning, it grows with the growth of company. Bigger a company gets, bigger are the goals set and achieving bigger goals require strong leaders. Specifically tell your recruiter how good a leader you can be if given a chance, because if not today, tomorrow they will need you to fill in the shoes of a team leader. Give him examples of how you managed that team and led to achieving its targets in your previous job in the absence of your official team leader. Tell them why your team leader prefers to assign you with the leader's badge in his absence.
- **You have developed special skills/ contacts/ relationships over a period of time** – As an experienced professional, you are expected to have created some business resources, contacts and relationships that are loyal to you. Mention it as a ready business advantage but never name any client. Don't brag about your big contacts, but politely mention your confidence in your clients' loyalty and relationship with you and your ability to influence their business in favor of the new company.
- **You value the comprehensive growth and not just money** – Thumb rule – never talk about money from your side because it puts you forward as greedy. Convince your recruiter that you are after the company, the role and the phenomenal growth it may provide to your career. Discuss money only at the right time and research the current salary trends for that role in that industry and company. Never quote any amount or a range as that blocks your way to negotiation. High are the chances that you would be under paid (if you quote low) or won't be contacted again (if the quote is too high).
- **You know the competitors, industry and the economic scenario** - Exhibit your knowledge and awareness regarding the overall economic scenario and competitors' place in the industry because then only you can understand company policies better and execute them efficiently and it also enables you to suggest intelligent alterations in the management strategies for the benefit of the company. **But, never do fault finding at the time of interview, only suggest your capability to contribute, if hired.**
- **You are stable and a growth oriented person** – No one wants to hire a person who has a tendency to hop jobs for slightly higher bucks. Recruiter wants to know, if you have planned your career or if you have a vision and how this company and the role offered fits into the plan or vision and he would ask this in many ways, one of which is, **“Where do you see yourself 5 years from now?”** . Now you are supposed to not only plan out a realistic road map for yourself but also have to show how this company and this role will help you in reaching there because it's a great contradiction if the role offered does not help you in your personal goals achievement. The moment you bring the two together, recruiter knows that you are planned professional with realistically set goals and you are there to stay.

- **You have a strong grasp of technology and always stay updated** – The biggest revolution in this world has been brought by technology and the best part is that technology revolutionizes itself in no time. This is no news for any man of business, that simply staying in this global competition needs high technological advancements and regular updating. Winning the race needs a technology that is ahead of its time. Recruiter needs a workforce which is technologically savvy and has a flair for updating their existing technological knowhow. Mention the relevant technology you are well-versed with and your information about the latest technological advancement this company has done (you read the news section of company's official website) and how it will help the company to boost its business. Also if you can, mention the upcoming technological inventions relevant to this company's business.

Tip to Remember – A company can find a large pool of talented workers who can work hard and smart to develop the best line of products and services but there would be very few who are good in presenting it. So, if you are a skillful presenter, mention it specifically, again supported by examples of your wonderful presentations in current or previous role. If you have excellent presentation skills on the top of all the above, trust me, you will be hired.

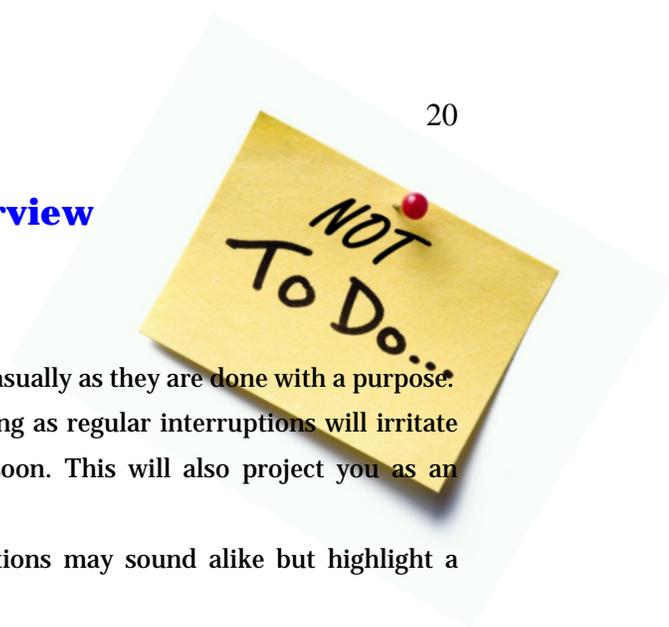
8. Remember what not to do at Interview

10 things that you must not do at interview

- Don't take any written test or round of interview casually as they are done with a purpose.
- Speak only after the recruiter has finished speaking as regular interruptions will irritate the recruiter forcing him to end the interview soon. This will also project you as an impatient and insensitive person.
- Don't be repetitive in your answers. Some questions may sound alike but highlight a different purpose. So identify and answer smartly.
- Impress but don't try to intimidate. Do not brag about your top level connections to intimidate the recruiter. Your recruiter is a person senior to you so he is bound to have greater contacts. You can't intimidate him but can only get rejected on such grounds.
- Never reveal current company's secrets. Politely decline such request by making them realize that even they would not want their employees to reveal their secrets
- Don't ever complain about company's products, services, policies, strategies, bosses etc as you will be seen as a nagging personality who loves to blame others and the circumstances for his own failures or non-performance. Also today you are backbiting about your current employer; tomorrow you will do the same for new employer.
- Never criticize the recruiting company's current products, services or strategies. Always show your capability to contribute positively towards the betterment. Remember, no strategies, products or services are perfect. They can only be made better by inventions or innovations.
- Don't lie or exaggerate. That's the worst thing you can do with yourself. If somehow, your lies were convincing enough to get you through the interview, you won't be able to perform up to the expectations that you only generated by your bragging. You can understand the end result.
- Negative actions like too many hand movement while talking, talking too loudly or too softly, fidgeting too much, checking your cell phone repeatedly or watching the clock or the time piece repeatedly have a great potential to get you rejected.
- Never discuss salary, perks or benefits during interview.

Always leave the interview at a positive note and do **follow up**. Thank the interviewer for his or her time. Send a thank you note afterwards as rightly stressed upon by Alison Doyle in Job Search Guide.

Tip to Remember: Not doing what you must do during interview is not as hazardous as doing what you must not do.





9. Beware of the **tricky questions!!**

Every company has a department called Human Resources (HR) and this department is specifically trained and skilled to manage the talent pool of a company. Developing tricks by which they can catch the lies of the candidates during interviews, is one of their job responsibilities. They have created questions called 'trick questions' which are specifically designed to bring out the manipulations done by the candidate in his answers. Now, most of the candidates in reality look for a job for money but they don't say it when asked for their reason for job hunt but these trick questions are aimed to confuse the candidates to get his real self. There can only be two ways in which such questions can be dealt with

- Either you are speaking 100% truth – which is a rarity, or;
- You and your manipulation is 100% prepared

Option one is not possible because if you truthfully answer questions like 'What are your weaknesses?' trust me, you would never be taken. But if you are prepared and you can twist around such questions in a way that your answers show your smartness and diplomatic skills, you would be a winner.

The best way to overcome this obstacle is a 3 step process

1. Research the entire list of such questions (still you could find new ones).
2. Understand their underlined meaning and purpose. Every question has a purpose to serve so take help of websites or experts and try to understand what that information a particular questions wants to extract is. Once you've done that, you will be ready for such questions, whether asked in any form.
3. Prepare the answers keeping other answers in mind. Now this is important because if you don't relate the answers to such questions from your other interview answers, you can get in a fix. Let's say for the question "why do you want to join this company?" you have already said all about the role and the way it is going to boost your long term career plan AND for the question "Where do you wish to see yourself 5 years down the line?" you say that you wish to be an entrepreneur or a freelance consultant (which happens a lot of time), you can expect a straight 3rd question for which won't have an answer and the question would be "How does this role fit into your career plans and how it's going to take you to your goal after 5 years". To avoid any such situation, think hard while preparing answers to the tricky questions, if you are contradicting any of your previous answers because self-contradiction in an interview is the sure shot key to failure.

10. Keep your list of relevant questions ready

No matter how much you research about the company, its policies and the job responsibilities, there will certainly be a lot of information still not accessible and that can be asked only from the recruiter and there is no shame or harm in doing so because the recruiter wants to finally confirm if you are also carefully and cautiously selecting them as per your career goal just like they are. That's why in the end, you are always given an opportunity to ask questions, if you have any and **YOU MUST HAVE SOME** but the **selection** of questions must be **careful and relevant**, else it will do more harm than benefit.

If you end up asking questions like "What is your company's business?" you are bound to get rejected as it's like "**Didn't you read that on our website, dude?**"

5 Type of questions that you must ask in an interview

1. Ask about company's future plans, competition analysis, upcoming products etc.
2. Identify the information vital to your career goals, which is not provided by company policy or website like, promotion criteria and durations or the hierarchical set up. Prepare the questions regarding the same.
3. Ask about the department and its importance in the entire business. Also ask about the person who filled this position prior to you and their reason of leaving.
4. Identify the gaps in the job description and roles and responsibilities and frame questions so that you can get a better clarity on the role. For example, "Does this role involve leading a team and how important will be my decision in selecting my team? (If it's not mentioned already)."
5. Ask for the next step and about the forthcoming rounds of interviews.

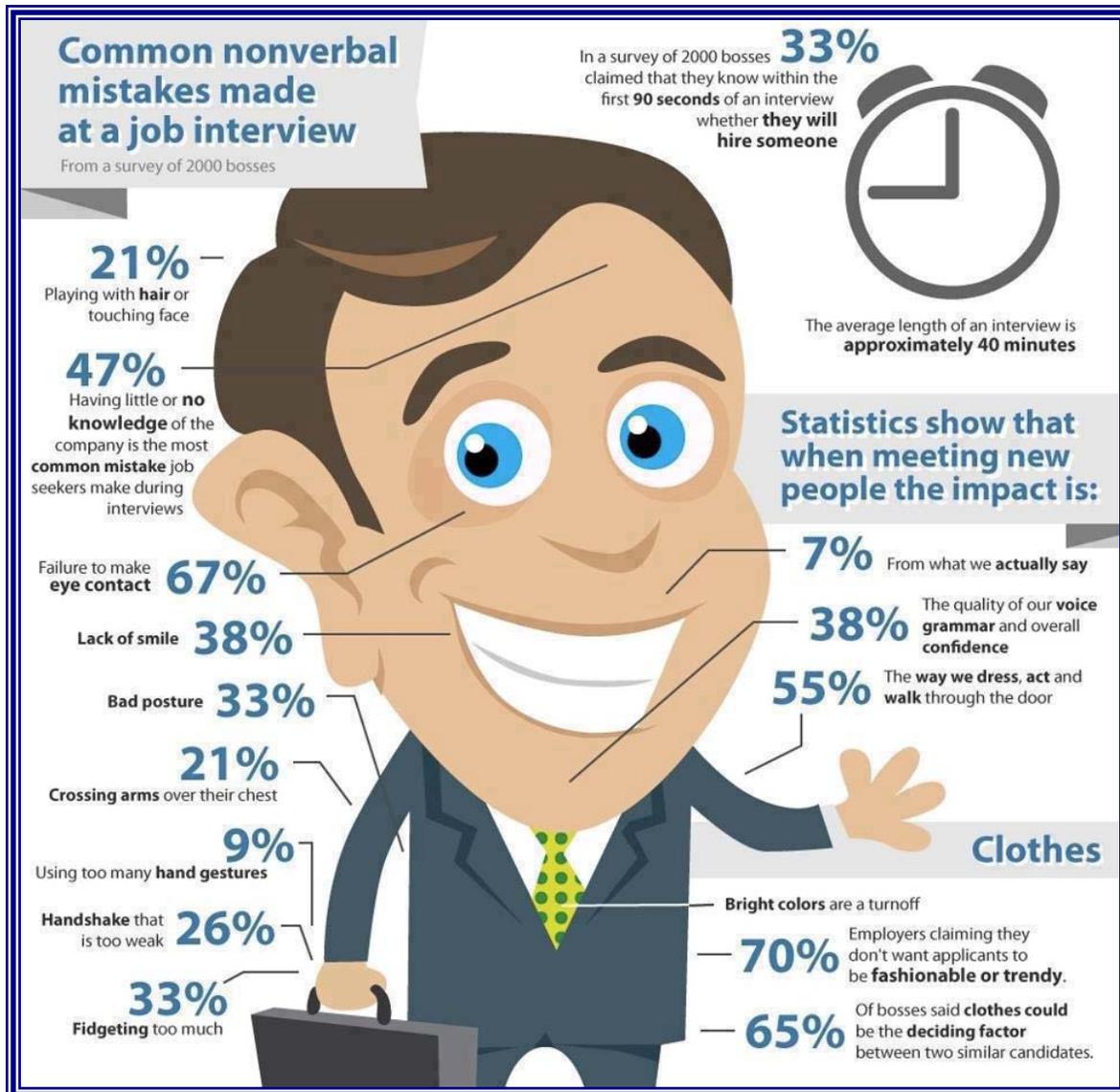


5 Questions you should never ask in an interview

1. Don't ask questions with obvious answers – You don't want to prove yourself a fool after such a long exercise.
2. Never ask for any confidential information – Who's going to give you that anyway?
3. Never ask for salary range, perks, benefits – You just said money is not the main concern for you. Moreover, who said we are offering you, yet? Let them make the first move.
4. Don't ask for interviewer's personal information except a business card.
5. Don't ask interviewer out – Come on dude, it's an official meeting.

Tip to Remember: Thank the interviewer generously; send a 'Thank You' note to everyone involved in the process as soon as possible and FOLLOW UP.

Interview Communication



Source: Face book

Must Read Books

1. **Job Search Guidebook by Alison Doyle**
2. **Internet Your Way to a New Job – How to Really Find a Job Online by Alison Doyle**
3. **Get Hired: Winning Strategies to Ace the Interview by Paul C. Green**
4. **Get more money on your next job by Lee Miller**

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