Job Interview Tips

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5 General Job Interview Tips:

1. **Research about the company** – During the interview, you are given the chance to explain what you know about the company. Remember to do your homework well before walking into an interview. Make sure you have complete knowledge about the company and the role for which you are interviewed. Visit the company website to understand their business, their achievements, and any news update about the company. Also, if you know the names of the people who are interviewing you, it would be better to visit their LinkedIn profiles to understand about them.

2. **Understand yourself.** Always remember that the first impression that you create is the one that will last, ensure to make that the best. Demonstrate what are your capabilities and qualities and what you can contribute to the company. Explain how you can use your skills and knowledge for the betterment of the company that would also make you the right candidate for the Job. But take heed not to be overconfident and aggressive.

3. **Leverage your strength and weakness** - The strength and weakness question is a sure question in almost all job interviews. Through this question the prospective employer looks for evidences of your work style, your personality and how you interact with others. It is advisable to be honest in responding to this question. Try to state the strengths and weaknesses that you really have. Focus on the strengths that are relevant to the position you are applying for. Make a list of your main strengths, the things you are currently working on towards your professional growth with examples. Prepare on your strengths before the interview but be careful don't falter while talking; it might create a bad impression on you. On the other hand, be also prepared to talk about your weaknesses and how you are trying to overcome them. If you are not able to

describe, it signifies that you lack self-awareness. Select a minor weakness that has the least impact on your job. Your weakness should come out as a problem which is almost solved and is not going to disqualify you from the job. For example you could talk about any career changes you may have had.

4. **Grooming** – On your interview day ensure that you dress for success. The way you dress makes a statement about yourself. Try to avoid wearing clothes that are of bright colours; also ensure not to wear loud jewellery. Irrespective of the job that you are applying for, when you go for the interview, you need to look as professional as possible. A well groomed appearance with a business suit is how you should look for your meeting with the hiring manager. You can show your professionalism and respect for the position by having the proper look for interview.

5. **Be on Time** - Good timekeeping is very essential for any job interview. Try to arrive at least 15 minutes before your appointment / interview slot. Because, it really doesn't matter if you're "too early" to something; it rarely causes problems and generally only means that you need to wait around for a little while. This will help you in ensuring you are not rushed. Moreover when you are early you could use the extra time to learn more about the company ambience. You could also observe the company's employees as you sit in the lobby.

5 IT Helpdesk Specific Job Interview Tips

1. **Be prepared -** For any job interview, it is essential you should be prepared for it, but this is especially true with an IT help desk associate interview. As a candidate you need to be ready to discuss the different operating system platforms you have worked with, the various software titles you are certified in and the hardware you have experience with. Before attending an interview for IT support position, you need to be prepared to answer questions and handle difficult situations. Situational based questions are for sure in your interview. You can set the right expectations with your prospective employer by being well-prepared for the interview.

2. **Be Professional** – During the interview process you might find that your hiring manager is asking some focused and potentially difficult questions. The reason is that he/ she is trying to test your ability to remain professional in any situation. This is a test to your interpersonal skills, and more primarily to check on your customer service skills, which are important to any successful IT associate. In would be a good idea to discuss with your colleagues/friends who have gone through the interview process and understand the kind of questions that are

asked. Above all most importantly try to maintain your politeness and show that you have the customer service skills to go along with your technical knowledge.

3. **Carry your certificates** – Make sure you carry a copy of all your certificates to the interview so that the company can match up your qualifications with the paperwork that comes with them. During the interview process, the interviewer might ask questions pertaining specifically to your technical knowledge and certifications. This is basically done to confirm that all the information that you have provided is accurate. By giving the company the extra level of confirmation (the copies of your certifications) you leave no doubt on them as to how qualified you are for that position.

4. **Be Honest** – During the interview process, when responding to the employer's questions, tell them the truth. The way to impress your potential employer is to give your answer sincerely and positively. If at any instance you make a mistake, say it in a positive way and accept responsibility for it. Also explain how you have benefited from the experience and what you have learnt. Always try to be open and honest. Do not pretend to be something that you are not, it might turn out against you.

5. **Work on your soft skills** – Only a good technical proficiency is not enough to determine a good IT help desk candidate. As a promising candidate you must possess effective problem solving skills, the ability to prioritize and adapt to changing priorities, customer focus and above all, excellent communication skills. These skills are quite essential in identify the right candidate for the job.

5 IT Programming Specific Job Interview Tips

1. **Know your skills and competencies** – Competencies are the ability of an individual to perform well in any job. It is also a combination of knowledge, skills, and behaviours used to improve performance, ability, role management, emotional intelligence and negotiation. Before attending the interview spend time in understanding your competencies and how they match to your job profile. Also identify your transferable skills which you acquired through other jobs, personal activities, which could be used in this new role.

2. **Be precise -** During the interview process, if you know the answer to a specific technical question, be precise and concise. Only answer to what interviewer asks you about and not something related. One of the most important qualities of a programmer is his / her communication skills. This is almost as important as the quality of the design, if as a candidate you are not able to explain it in a clear,

concise and focused manner, then how are the rest of the team going to understand it.

3. **Handle problem solving based questions –** Problem solving is the most intimidating type of interview question. It's also tricky to prepare for a problem solving question because there are no set-in-stone techniques you can apply. Having a good strategy is best way to demonstrate your problem solving skills. Even if you don't get the answer, you can salvage the situation by showing that you understand how to approach a problem. State your assumptions, ask intelligent questions, talk out loud, show your thought process, and illustrate your idea by drawing pictures or diagrams.

4. **Handle questions on coding –** During the technical interview you could expect a variety of programming questions. A good way to prepare for this type of question is to practice. You could either use the options available online to practice, or come up with your own. You need to practice writing codes on paper as well as on a computer, you never know what options will be available during the interview. Keep calm, and don't worry too much about making a small mistake like leaving off a semi-colon or using the wrong variable name. Whatever you do to prepare, be sure that you understand basic computer science ideas like data structures, including linked lists, recursion, and string manipulation. The questions are usually fairly simple programs that can be tricky under pressure if you aren't familiar with the underlying ideas.

5. **Ask questions -** Most of the interviewers generally give an opportunity for the interviewee to ask questions. In would be a good idea to make use of that opportunity and ask questions. Generally interviewers appreciate when you come up with good questions at the end of the interview. Some examples maybe asking about their continuous integration process, testing strategy, architecture, your career growth in this organization etc... A sample question can be "do you have any concerns about my technical skills?" This question will work well for you, because you are opening a door for the interviewer to provide you with immediate feedback about the interview.

Above all and mostly importantly, throughout the interview process smile and look in the eye to your interviewer. Looking confident and friendly is very important in a job interview