

Tips on how to prepare for interview

Here are some invaluable tips on how to prepare for your forthcoming job interview:

Go back to the job advert: You might have applied and got that important call, but did you fully analyse what the employer really needs? For instance, what are the personal attributes needed for the job? You should go through the advert and internalise all skills needed, as these will form the gist of your interview. In short, match your qualification to job requirements.

* Research the company: If you want to ace a job interview then make sure that you know the company even better than the employees working there do. Your research should not just be on the company's vision and mission but in-depth information including latest quarterly reports or trending news about the company.

* Learn common interview questions in the industry: What is

your strength? What are your salary expectations? Who is your mentor? Why do you want to work with this firm? These are just some of the common questions.

* Learn from interview mistakes: It is good to research on common mistakes as listed by employment experts. These range from indecent dressing, arriving late, leaving your cellphone on, carrying a drink, failure to ask questions, inattention, talking too much, giving winding answers among many others.

* Practice interviewing: It might be a hackneyed phrase but practice simply makes perfect. You can use a friend to help you practice or if you have a neighbour working in your target industry, ask them politely to help you out. You should challenge yourself to the limit by tackling all forms of questions however hard they appear.

* Prepare your clothes early: You

must have the perfect official wear ready long before the interview day. The best way to pick what to wear is to assume you are dressing to work for the company. First impressions really matter and you should never take chances.

* Put all documents in order: Ensure all your certificates, resume and any other written documents are ready. What's more, get an official folder to carry these materials neatly.

* Get directions: You must know the location of the interview prior to the material day. If possible, visit the place in order to estimate the time it will take you to get there.

* During the interview, your fate is in your hands. Remember you will not get this opportunity again. As such, be confident, courteous and keen in listening.

* Moreover ask questions when you are given this opportunity.