



EXPERT INTERVIEWING TIPS: PART 4 - THE FINAL PREPARATION

Right from creating an outstanding resume to the way you present yourself to prospective employers, this will eventually determine your success or failure at acquiring the job. The biggest mistake you could ever make is to not to be completely **prepared for your interview**. Today we will go through the final preparations.

1. You know for whom you will be interviewing, so select attire that matches the culture of the organization. Make sure that your clothing is clean, well ironed and comfortable. It would be wise to do a test run in order to determine the comfort level. Also, accessories usually distract others and should be kept to the minimum.
2. If possible, go on a drive to the location of the interview. Plan out a schedule whereby you should arrive at least 10 minutes ahead, keeping in mind the traffic, parking difficulties, and the possibilities of getting lost.
3. Carry a neat bag with you, a small book and a folder with extra copies of your resume.
4. Look confident, greet everybody with respect, and be prepared for any type of questions. While speaking, it could be a good idea to navigate the discussion towards those topics you are particularly confident about and those which highlight your skills.
5. Prepare a brief sketch of your background. You need to display the fact that you are a well-balanced, intelligent, motivated, and a result oriented individual and that you strive to grow both professionally as well as personally.
6. At an appropriate stage of the interview, salary and benefits should be discussed. Make sure your answers are confident as well as logical. If you need to negotiate, do it in a manner that shows how much you have to offer to the company and the extent to which the company will gain from hiring you.
7. Once the interview is over, shake hands with all the interviewers and request for their business cards. You may ask them if they require additional material from you and when you will be notified. Establish a friendly connection in these last few minutes.
8. Do not forget to send a thank you note to all those individuals who interviewed you. You could either email them or send a formal business letter of thanks. Utilize this note to restate what you can do to bring value to the company.

The bottom line is to do everything within your power to make the interview a success. Portray yourself as an enthusiastic and sincere individual who has the caliber to take on additional responsibilities, leadership roles, and team work, as well as function effectively in fast-paced, high-stress conditions. Since an interview is the final stage in your **job search**, do not be afraid of anything, prepare yourself well, give it the best shot you have got, and success will be on your side.

[Expert Interviewing Tips: Part 1](#)

[Expert Interviewing Tips: Part 2](#)

[Expert Interviewing Tips: Part 3](#)

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