

INTERVIEW BAHVIOR

Why is a Job Interview important?

A job interview is a vital step in the recruitment process, offering a mutual opportunity for both the employer and the applicant to evaluate compatibility. For the hiring manager, it is a chance to assess the candidate's qualifications, technical skills, interpersonal abilities, and overall fit within the organization's culture and the specific role. For the interviewee, it serves as an occasion to gather insight into the company's environment, values, and expectations, and to determine whether the position aligns with their personal and professional goals.

Interviews typically take the form of a structured or semi-structured conversation, featuring targeted questions related to the role, past experiences, and behavioral competencies. In some cases, interviews may also include technical assessments, problem-solving tasks, or skill-based demonstrations to further evaluate the candidate's capabilities.

Success in a job interview relies heavily on thorough preparation, including research about the company and the role, as well as maintaining a professional and confident demeanor throughout the interaction. These factors contribute significantly to leaving a strong and lasting impression on potential employers.

Before the Interview

1. Conduct Research on the Organization:

Before your interview, take the time to research the company you're applying for. Familiarize yourself with its history, mission, values, structure, and key services. Understanding the organization's culture and operations not only helps you determine whether it aligns with your career goals, but also allows you to demonstrate genuine interest and preparedness during the interview.

2. Prepare for Interview Questions:

Review typical interview questions related to the position, your experience, and workplace scenarios. Reflect on how your skills and experiences align with the role, and practice crafting clear, confident, and honest responses. While preparation is key, aim to keep your delivery natural and conversational, not overly rehearsed.

3. Communicate Clearly Your Qualifications:

Make sure to articulate your key strengths, relevant skills, achievements, and experiences. Think about how they match the role and the employer's needs. Practice presenting your qualifications in a way that highlights your potential contribution to the team.

4. Practice Your Communication Skills:

Practice speaking clearly, maintaining eye contact, and listening actively. Consider participating in a [mock interview](#) or recording yourself to evaluate your tone, posture, and clarity.

During the Interview

1. Arrive 10-15 minutes earlier.
2. Dress professionally and conservatively according to the appropriate dress code.
3. Make a positive first impression:
 - Firm Handshake
 - Greet the interviewer by name
 - Maintain eye contact
 - Be relaxed and enthusiastic

After the interview

1. Send a thank you note within 24 hours

Interview behavior mistakes (Indeed)

When preparing for your next interview, avoid making these prevailing errors. Instead, consider ways to make an excellent first impression and leave the interview with satisfaction in your performance:

1. **Dressing inappropriately:** avoid dressing informally for a job interview. More than likely, jeans and t-shirts are not the right outfit for a job interview. Instead, consider a suit or dress pants with a crisp button-down shirt or sweater. When in doubt, you can always ask the hiring manager what the dress code is for the workplace and use that to guide your interview outfit choice.
2. **Neglecting hygiene:** Showing up to your job interview with messy hair or a bit of your lunch on your shirt won't send a good first impression. Instead, take the time to style your hair and ensure your clothes and accessories are clean and your overall appearance is neat.
3. **Late arrival:** Arriving late to your job interview shows that you don't manage your time well and don't have a great sense of priorities. Instead, ensure that you leave yourself plenty of time to get to your interview in case there's traffic or some other delay.
4. **Arriving too early:** Avoid arriving too early for your interview. It could annoy the hiring manager who may not be ready to meet with you when you arrive. Instead, wait to enter the building until about 10 minutes before your interview. That way, you'll have time to get to the interview space but won't put undue pressure on the staff.
5. **Eating or drinking during the interview:** You should avoid eating during an interview, even if you're hungry. The hiring manager might think that you care more about your lunch than you care about the position. Instead, eat a snack before you go into the interview to keep you satisfied until your next meal. The same is true for liquids. Have a drink of water before your interview, but keep your bottle in your bag or briefcase during the interview itself.
6. **Checking your phone:** Answering your phone, scrolling social media or responding to text messages during an interview should absolutely be avoided.

Instead, turn your phone off or put it on do not disturb for the course of the interview. Keep it out of sight so you're not tempted to check your messages.

7. **Knowing nothing about the job or company:** It's encouraged to have some questions about the company or position during your interview. However, you should perform some research before arriving to show you're able to use your resources and selfdirect. Instead of coming into the interview with no knowledge, learn what you can about the company, position and hiring manager.
8. **Losing focus during the interview:** Everyone loses focus occasionally, but during a job interview, it's important to stay fully engaged in the conversation. Instead of drifting off while the interviewer talks, focus on what they're saying and respond with active listening like sounds of acknowledgment, eye contact and positive facial expressions.
9. **Talking too much:** Avoid monopolizing the conversation by doing the majority of the talking. At its best, an interview should be an equal conversation between the hiring manager and applicant. Instead of continuously talking to fill any silence, ask questions of the hiring manager or look to them to guide the conversation.
10. **Providing unresearched answers:** You might be tempted to make up an answer to a question you don't know during your interview. Instead of providing an inaccurate answer, prepare for possible interview questions ahead of time by researching common interview questions for your industry and position.
11. **Speaking negatively about past jobs:** Some of your past jobs may not have been great experiences. Despite this, stay positive while discussing past positions and employers. Speaking negatively about them might lead the interviewer to believe that you're a hard person to get along with.
12. **Lacking enthusiasm:** Low energy and a lack of enthusiasm communicate to the hiring manager that you're not interested in the job or company. Instead, keep your energy level high and show that you want to know more about the job and the business, and you are interested in your potential role.
13. **Not asking questions:** Arriving to the interview with no questions shows the hiring manager that you have done little to no research or don't care to learn about the position or company. Instead, prepare a few questions to ask during the course of your interview or at the end when asked.
14. **Discussing personal topics:** Talking briefly about your family or hobbies if asked by the hiring manager is fine. Discussing your prescription medications or personal issues is inappropriate. Likewise, don't ask the interviewer about personal topics during your job interview.
15. **Following up inappropriately** Neglecting to follow up or following up with too much fervor can negatively influence a hiring manager. Instead, send a thank you email immediately after the interview and an additional follow up a week or so later if you haven't heard back.
16. **Displaying negative body language:** Crossed arms, a clenched jaw and refusal to make eye contact all signal dishonesty and discomfort. Instead, keep your arms open, smile naturally and make eye contact with the interviewer when speaking with them to show you're an honest and likable person.
17. **Acting rudely:** Rude behavior to the hiring manager or any other member of the staff will reflect poorly on you as a candidate and as a person. Instead, treat everyone you encounter during your interview with kindness and respect.