

20 secrets to a successful interview

So, CVS sent out, began to receive the first calls from proposals from potential employers. Most interested in proposals scheduled for an interview. In preparation for this event, will be very useful to spend a few minutes to read a total of 20 councils, made up of experienced specialists in the field of HR.

1. Be punctual!

First coming to the office, and from late? Let it even be only 5, 10 or 15 minute wait is still frustrating. In addition, the employer, the question arises: if a person allows himself to be on time even for an interview, what will be his punctuality as an employee? If you are a genius, are not a valuable employee (which, as we know, does not happen), you shouldn't tempt fate – come with extra time.

2. Study employer

Who owns the information, owns the world. Remember the famous words of wisdom? Before you go on an interview study in detail the specifics of the company, the competitive environment, reviews about the company, personnel policy. This will show General awareness.

3. Do not interrupt the interlocutor

First of all, that's just rude. In addition, so is easy to miss an important issue or to miss key information.

4. Dress appropriate

As you know, meet on clothes. Truth in this. But pay attention to which organization you get a job. It's important not just to choose the style that will be most appropriate – it is much more important to be dressed so that it was not inappropriate. Most importantly, the clothes looked neat, and does [academic custom essay](#) not restrict movement and not attracted undue attention.

5. Use homework

In General, almost all the questions of the employer can be formulated in advance. Why did you choose this job? What experience and knowledge do you possess? What results can boast of, etc. Try to highlight your own strengths prior to the interview. So the phrase will sound more confident.

6. Be discreet

The ability to keep a pause – an important quality. The contract to the end, not worth trying to fill the silence with meaningless chatter. Just wait, maybe the source itself will set the new direction of the conversation.

7. Carefully review your own resume

Look at him with eyes of employer, try to find an explanation for prolonged outages, layoffs with the old seats. Pay special attention to his most vulnerable places.

8. Improvise

Homework is good when they are out of place. But to anticipate all the nuances of the upcoming conversation difficult, so the ability to navigate in unusual situations will help you in the interview. In such cases, do not be afraid of improvisation: try maximum freedom to Express their own thoughts.

9. Try to impress immediately

A long swing does not benefit those who are trying to successfully pass a job interview. It is scientifically proven that sympathy for the interlocutor occurs usually within the first 10 seconds of meeting them. This is exactly the time you want to use as efficiently as possible. The most effective techniques: a firm handshake, a confident look in the eye, maintaining a reasonable distance, smile.

10. To tell the truth

Excessive embellishment own merits is unlikely to go unnoticed by the employer. Remember, often, the main thing is not absolutely accurate conformity to qualifying requirements, and the high motivation and willingness to learn.

11. Not tushuytes

Being restrained during the interview, keep in mind that the employer appreciates self-confident candidates. So during the conversation make sure their own posture, keep eye. It is important to observe the distinction, as excessive self-confidence can be regarded as a challenge.

12. Pay attention to the details

Try not to lose sight of the details of the conversation, which at some point can play a key role. So, some of the HR managers specially put psychological traps in the form uncomfortable set of chairs, lack of hangers and so forth these signs you need to be able to read and adequately respond to them.

13. Do not lose eye contact

During a conversation, look in the face. So you show your confidence, better perceive the issues and can respond quicker.

14. Don't hesitate to ask

Going for a job interview, many perceive it as an interview. Undoubtedly, more questions here asked by the employer. But actually it is a dialogue. Ask everything that interests you. The level of salaries, equipment, premises, work rules, vacation, etc. If this is not done, the employer might get the impression that the potential employee devoid of ambition and not enough initiative.

15. Talking about prospects

No successful company does not live day to day, therefore, the employer should see you as a professional who constantly strives to improve. Show that you are able to perform their duties on a proper level, but strive to improve.

16. Show self motivation

Tell us why you want to work in this company or on this post. Moreover, the salary should not be the only motivating factor. There is also the prestige, the desire to reach a new level, to develop together with the company, etc.

17. Don't hide your weaknesses

Of course, it is not necessary to stick out them to the fore, but also to portray themselves as perfect do not need too. This is especially important, that the employer is likely to ask you about his weaknesses.

18. Evaluate yourself properly

A, wishing to obtain a particular position, ready to make serious concessions in wages. It is important not to overdo it, as too low, a desired charge may indicate low self-esteem that the employer perceived negatively.

19. Determine the reasons for leaving the previous place

Try to formulate them primarily for myself. Of course, it is not necessary to speak about serious conflicts or mistakes, if any. Reasons of care may be low wages, lack of prospects, the search for new ways to realize their potential.

20. Follow taboo

Topics that are inappropriate in business communication, we should not touch on their own initiative. If the employer himself has asked questions relating to this subject, try to get rid platitudes.