

# How to impress the interviewer and answer effectively in an interview?

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## What is an interview?:



The dictionary meaning of interview is a formal meeting in which one or two persons

tries to evaluate the other person. A very important part of job search is interview. It is a formal way of conversation between the interviewer and the interviewee. The interviewer talks about a job opportunity and tries to ascertain whether the interviewee is fit for the post. A job interview is a methodical and significant way of conversation.

## Interview and Preparation:

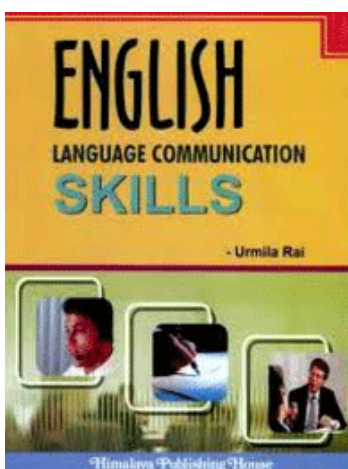


### PREPARATION FOR AN INTERVIEW

Interview is considered to be one of the most important parts of the job search process. To answer effectively in an interview, you need to impress the interviewer with your skills, positive outlook, ability, educational background, and excellent interpersonal and communication skills. One needs to prepare himself before the interview. The steps of preparation are discussed below:

1. RESEARCH	First and foremost you need to research the job and also the company. You can do it in many ways. You can try to find out information about the organization from its homepage, or ask your friends or colleagues about the company.
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2. PREPARATION	Prepare clear answers to each of the interview questions. You can practice with a friend and prepare yourself.
3. BE PROMPT	Always try to arrive 5 to 10 minutes early before the start of the interview. This will create a good impression in the mind of the interviewer.
4. KNOW YOUR STRENGTHS	Before you step into the interview room, think about how you would like to present your background, skills, strengths etc in front of the interviewer. Know your strengths very well and try to impress the interviewer with it.
5. POSITIVE ATTITUDE	You should always have a positive attitude when you face an interview. Do not say anything negative. If you are asked to talk about your prior experiences, always talk of something positive.
6. DISCUSSION ON SALARY	Try to find out about the salary levels for the post you're applying. Do not discuss salary in the first round of interview. You can keep it for the final round.



## Importance of Communication Skills

### COMMUNICATION SKILLS AND ITS IMPORTANCE

To answer effectively in an interview, you should possess excellent interpersonal and communication skills. Without good communication skills, it would be difficult for you to impress the interviewer. Good communication skills would not only make you smart and confident, it can also help you achieve success. You need to be very fluent in English language. If you want to get a good job and answer effectively when you face an interview, you need to develop excellent communication skills. If you wish to improve your communication skills, you can join an online spoken English course. These courses are available online and all are of short duration. The teachers are very competent and they would help you improve your pronunciation, dictation and communication skills.

# Tips on Interview Questions



## INTERVIEW QUESTIONS

If you want to answer effectively in an interview, you should prepare yourself on some common interview questions. Some of the popular questions which are frequently asked in an interview are listed below. Prepare yourself on the below mentioned questions if you want to answer effectively in an interview and get the job you're applying for.

1. Can you tell me about yourself?
2. Why do you want to join our company?
3. Where do you see yourself in five years?
4. Why do you want to leave your current job?
5. What are your greatest strengths and weaknesses?

Want to know more about "How to answer effectively in an interview?" [Click here](#) to schedule live online session with e Tutor!

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### Reference Links:

- <http://www.ctdol.state.ct.us/progsupt/jobsvrce/interviews-effective.htm>
- <http://www.careerbuilder.com/Article/CB-2375-Interview-Tips-Common-interview-questions-and-how-to-answer-them-effectively/>
- <http://www.ctdol.state.ct.us/progsupt/jobsvrce/intervie.htm>
- <http://dictionary.reference.com/browse/purposeful?s=t>

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