



**JHARKHAND**  
**Rai University**

Established by an Act of Govt. of Jharkhand  
as per Section 2(f) of UGC Act, 1956

## **Career Management Cell (T&P)**

### **INTERVIEW TIPS**

1. **Prepare your answers** to the typical job interview questions most employers ask. Highlight your skills by using concrete examples which can support your point.
2. **Study about the employer and the industry** before hand and try to relate what you have learned about the company when answering questions.
3. **Dress formally** and make sure your interview attire is neat, tidy and appropriate.
4. **Be on time** for the interview at least before ten to fifteen minutes early.
5. Always answer questions **truthfully** and as **concisely** as possible. Don't '**Over-answer**' questions
6. **Make Good First Impressions** by being polite and offer warm greetings to everyone you meet” from the parking attendant to the receptionist to the hiring manager. First impressions in the first few seconds of meeting you” can make or break an interview.
7. **Try to Stay Calm** by showing a positive body language. Maintain eye contact with the interviewer.
8. **Listen** to the entire question actively before you answer, and pay attention. Don't hesitate to ask again if you did not listen properly.
9. Welcome all questions with a smile.
10. Make a **list of questions** that you would like to ask during the interview. Pick questions that will demonstrate your interest in the job and the company.
11. Keep your **resume** updated and carry in a proper file/folder.
12. **Be positive** during the whole interview process and close on a positive note as it is another way to ensure your success.
13. End with a **thank you** note. Be courteous.