



**MVT
HOLDINGS**



HOW TO PREPARE FOR ANY INTERVIEW

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The prospect of a job interview can be nerve-wracking for just about anyone, but especially if you're still new to the job market or if you haven't done one in a while. But that doesn't mean you should stress yourself out about it. On the contrary, doing well in an interview setting may be easier than you think — with the proper preparation.

Do you know what it takes to ace an interview?

Doing your best in an interview for any job comes down to how prepared you are for it. Read on to learn some of the common mistakes that applicants make when they get ready to interview for a job and how avoiding them is the key to preparing for ANY interview.

Section 1: Research the Role and the Company

The first thing you should do once you have your interview date set is, learn everything you can about the position you're applying for and the company.

Review the Job Description Thoroughly

Many people look at the job description for an open position before applying, but they may not review it again after that. Not taking the time to recheck it can be a mistake.

The description will list the skills and responsibilities of the job you're applying for, so you should consider it carefully when you're preparing for the interview. This way, you'll be equipped walking into the interview knowing the skills you'll need to demonstrate that will inspire confidence that you're the right fit for the job.

Research the Company Beyond the Website and Social Media

It's natural to be curious about the job you're applying for, which usually means you'll check the company out online. It is normal, but don't make the mistake of only looking at a company's website or social media feed because it may not accurately represent what life at the company is like. Before you fall in love or start envisioning yourself in this new role, you'll want to get a more balanced view of the realities of life as an employee.

You should make a point to look at reviews on sites like Google and Glassdoor to get a more realistic view of what customers, past employees, and current employees think about the company.

BONUS TIP #1: If the information is available, research the people interviewing you.

Doing your research on the interviewers will allow you to come into your interview with an additional level of familiarity and help you learn about your audience. Don't be afraid to ask the HR manager or recruiter questions about who will be interviewing you.

Section 2: Prepare Your Answers

Preparing what you are going to say may seem obvious. Still, it's more than just coming up with a solid response to stereotypical questions like "what's your greatest weakness?" It would be best if you repeated this exercise for every new interview you schedule.

Anticipate the Questions You'll Be Asked

At this point, you've already reviewed the job description. Everyone has their own set of skills, experiences, and qualifications that make them a good fit for a particular opening. Your answers should efficiently highlight the reasons you're a good fit for the job. Repeat this step, and try to imagine the questions that you may be answering based on the responsibilities and experience needed to succeed in the role.

For example, suppose a job asks for marketing experience. In that case, you'll want to make sure you can confidently showcase your knowledge with different marketing concepts and prepare for questions in this area.

Prepare Ways to Demonstrate Your Skills Effectively

If you have practical skills or certifications on your resume, highlight them! Coming prepared with practical examples of how you've used them in the past or how you would use them in a hypothetical scenario can do a lot to help interviewers envision the value you could add to being in the role.

For example, suppose you're going into a management-level interview. In that case, you shouldn't be caught off guard by being asked to give an example of a time you had to do something any manager should know how to do, like providing critical feedback on a report.

BONUS TIP: You should never pack your resume with big words to make yourself seem more accomplished.

You need to explain anything you put on your resume or in the application clearly and directly to show that you're confident in your ability to succeed in the job.

Section 3: Develop Questions to Ensure that a Job is Right for You

Most interviewers make it a point to leave time for you to ask them questions before your interview is over. At this time, you have a chance to ask insightful questions that demonstrate your ability to think critically and show that you're as invested in finding the right fit as they are.

Remember, Interviews Should Be an Equal Exchange

Sometimes, applicants will get so caught up in making sure they make a good impression, they'll forget to do the work necessary to find out whether a job is a right fit for them.

You're not just interviewing *for* a job — you're interviewing the company as well. Therefore, a job interview should be an equal exchange so that both parties can assess whether a partnership will be productive or not.

Ask Questions About the Work, But Also About Culture

In the course of an interview, you'll learn more about the responsibilities of the job and what it takes to succeed. Of course, you should clarify anything you still want to know about the day-to-day requirements of the job during your chance to ask questions, but you should also explore the company culture.

Do people hang out outside of work? Are their company outings? What's the morale like? These questions will help you figure out if the role will be in the right environment for you to fit in easily and comfortably.

BONUS TIP: Think you can afford not to ask questions? Think again.

Some interviewers say they think less of a candidate who doesn't have questions for them at the end of the interview!

Section 4: Final Planning to Make a Professional Impression

At this point, you've done your research, and you've prepared for questions that you might be asked and that you plan on asking yourself. Now it's the day of your interview — what's left?

Choosing How to Dress

Do you know the dress code at the company you're interviewing for? Knowing how to dress for an interview can be a tricky situation. Even if the dress is casual at the company, you should plan to dress business casual or more professional. If you're applying for a job where people wear suits and ties, you should certainly do the same.

Remember, it's always better to overdress for the occasion than be underdressed. No one will judge you for wearing a suit to an interview where people are wearing shorts and tee-shirts — but you can expect to get judged if it's the other way around.

Planning When to Arrive

Most interviews are in settings where you've never been before. Likely, you've never seen the building before your interview.

Therefore, it would be best if you planned to leave early and give yourself plenty of time to find the office. Companies will not think of you less if you arrive early, but you don't want to be late.

Plus, if you're early, you have a chance to sit down, relax, and get your bearings. Before you step into the interview room, you need to be confident in your ability to conduct yourself as professionally as possible.

BONUS TIP #4: Have a friend, family member, or mentor do a mock interview with you.

Have those you know do a few mock interviews with you. You will have the opportunity to practice your delivery and the way you word specific answers. Your mock interviewer can also provide you with feedback.