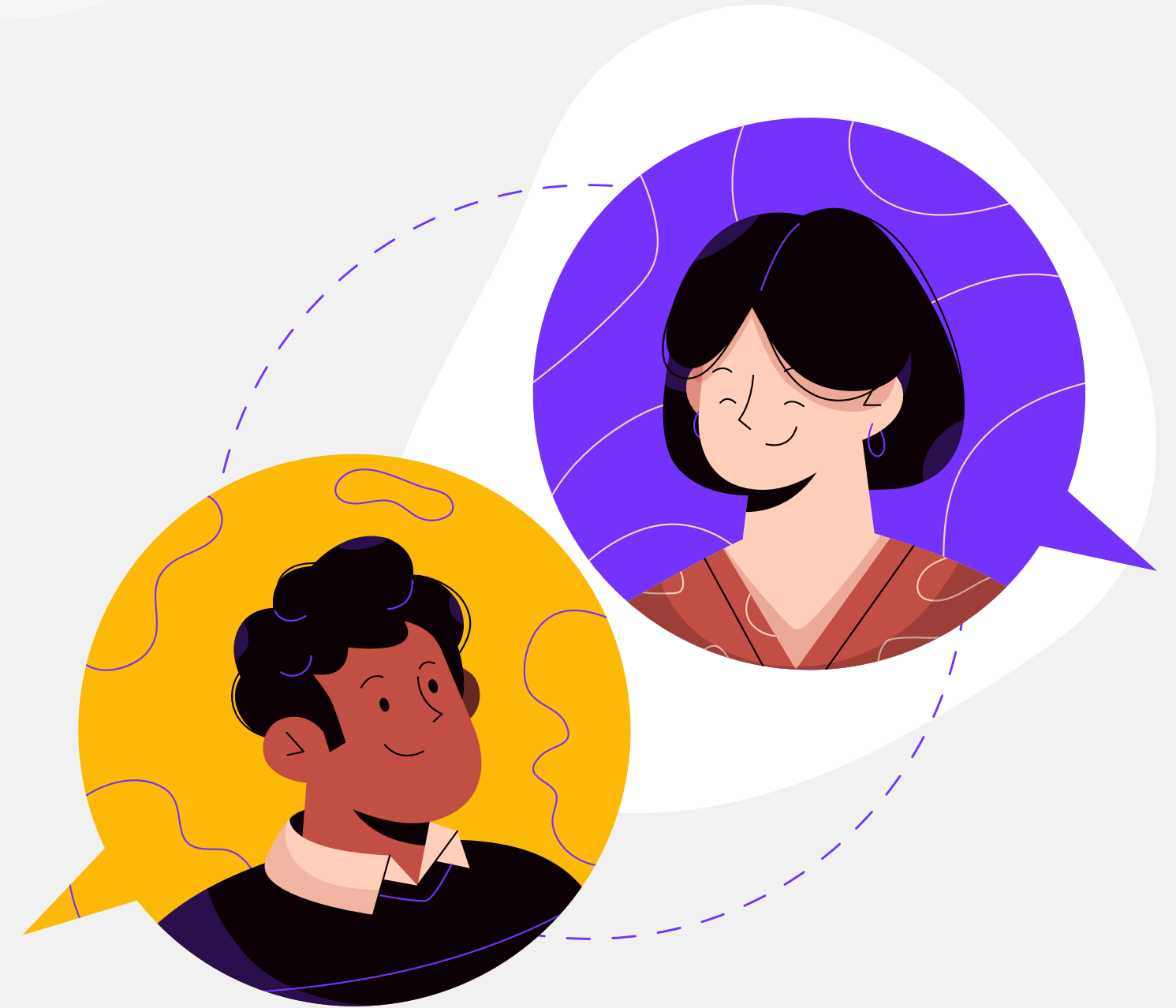


# The Components of a **Great** Interview

Tips and tricks



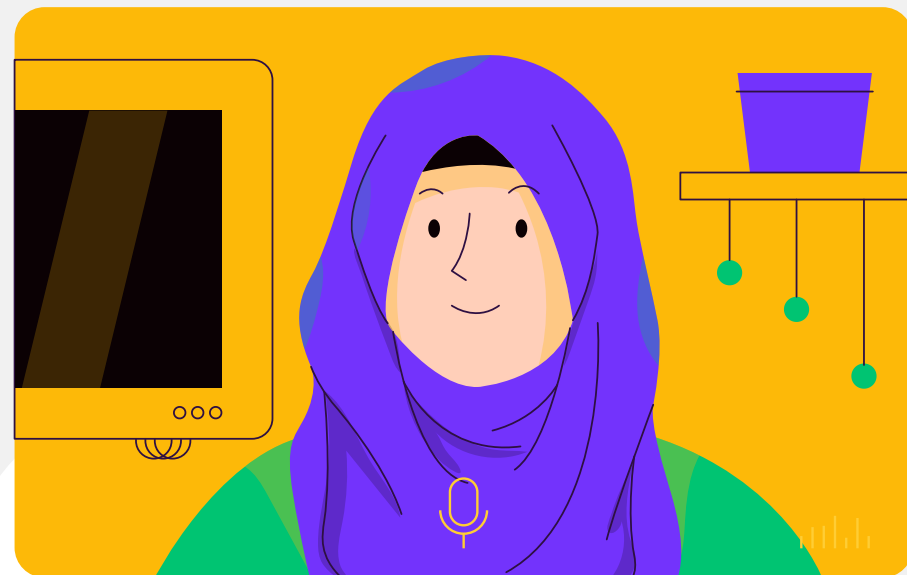
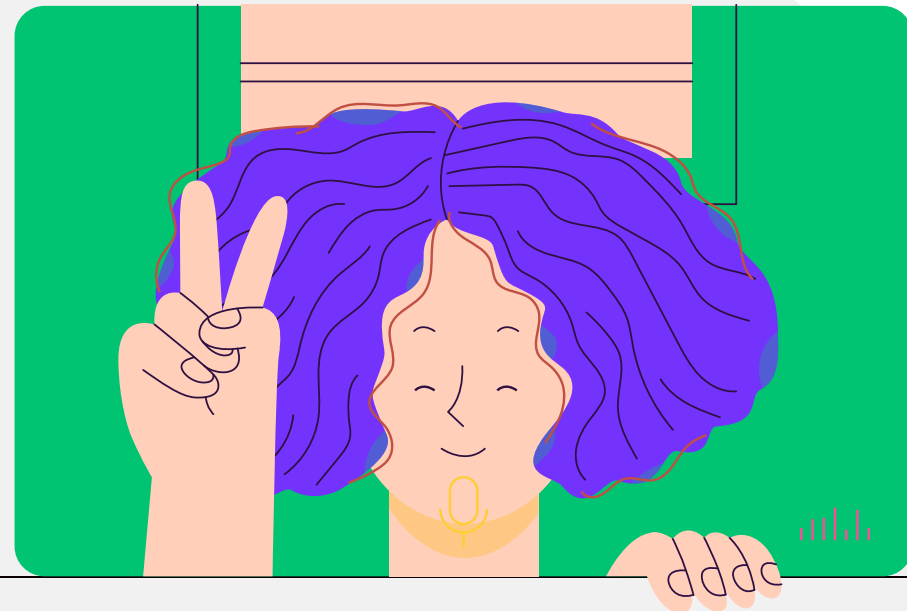
# Interviews are nerve-racking.



No matter how many times you've gone through it, the thought of being interviewed can still make you feel nervous.



# But it's also hard to be the interviewer.



Plenty of people don't think about it, but the person doing all the asking gets nervous too.

Coming up with great questions while properly evaluating a potential employee takes a lot of focus and preparation.



What makes  
a great  
interview?

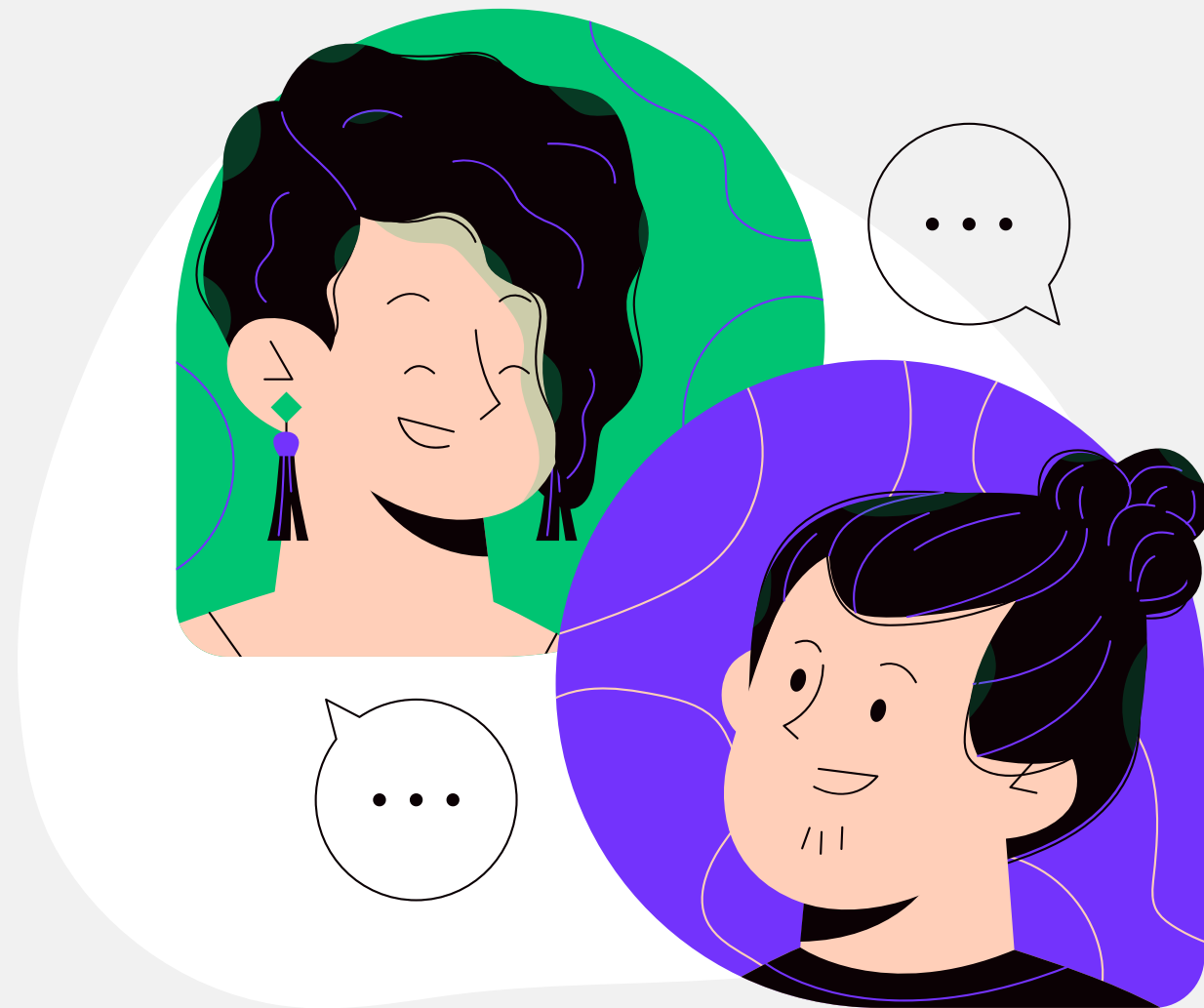
Both sides have to work smart.

The key is  
to be fully  
prepared.

Let's discuss how both interviewers  
and interviewees can do an excellent  
job before, during, and after an  
interview.



# Prepare great questions.

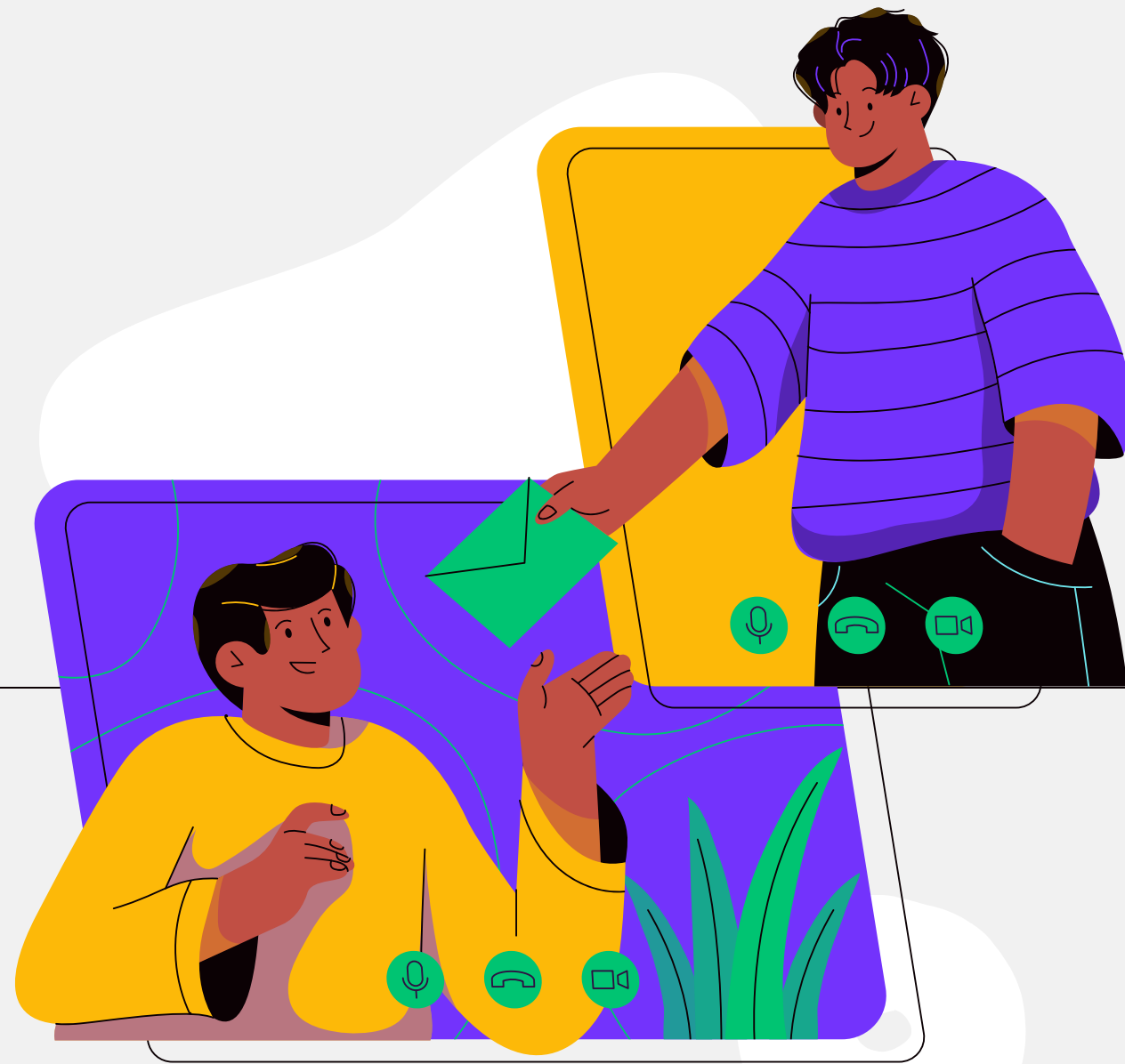


Come up with an outline and draft your questions from there.

Learn which questions are able to draw out genuine responses from your interviewees.

Put yourself in the position of the applicant to see which of your questions are worth asking and which ones can be eliminated.

# What does the company want?



Study the job post and learn what kind of person the position needs. Keep in mind the company's principles and goals while evaluating every potential employee.





# Pacing is important.

Let the applicant talk. Don't rush through your questions.

A great interview sounds just like any other engaging conversation. Communicate with the applicant properly and take time to think about your next questions.



# Hear them out.

Listen to them attentively and absorb their answers so that you can come up with a great follow up inquiry.



# Be friendly.

Interviews are grueling enough. Lighten the mood by maintaining a warm tone and listening to your interviewee intently.





**Answer**  
**truthfully.**

If you're applying for a job, you've got to be honest about yourself and your background.

Let the interviewer know your strong points, but be truthful when they ask about your weak points.

Everyone's trying to sound impressive. Your best bet is to be as honest and genuine as you can possibly be.



# What does the company **want**?

This question is something both parties need to think about. Study the company you're applying for and prove why you're the person for the job.



# Don't oversell yourself.

Remember that if you're going to be hired, you'll have to prove everything you said in your interview.

It's best to be honest about your skills so they have a clear picture of how you can contribute to the company.



# Stand out.

It may sound like lame advice, but being yourself helps you shine in a unique and memorable way.



# Be yourself.

Nothing beats being your true self.



# Keep in contact.



Do not forget to leave your contact details with the interviewer.

Some companies are incredibly busy, so let them know you're still very much interested by asking about your application after some time.

But don't overdo this. Employers will get back to you sooner or later with results. Give them enough time to evaluate you and other applicants.



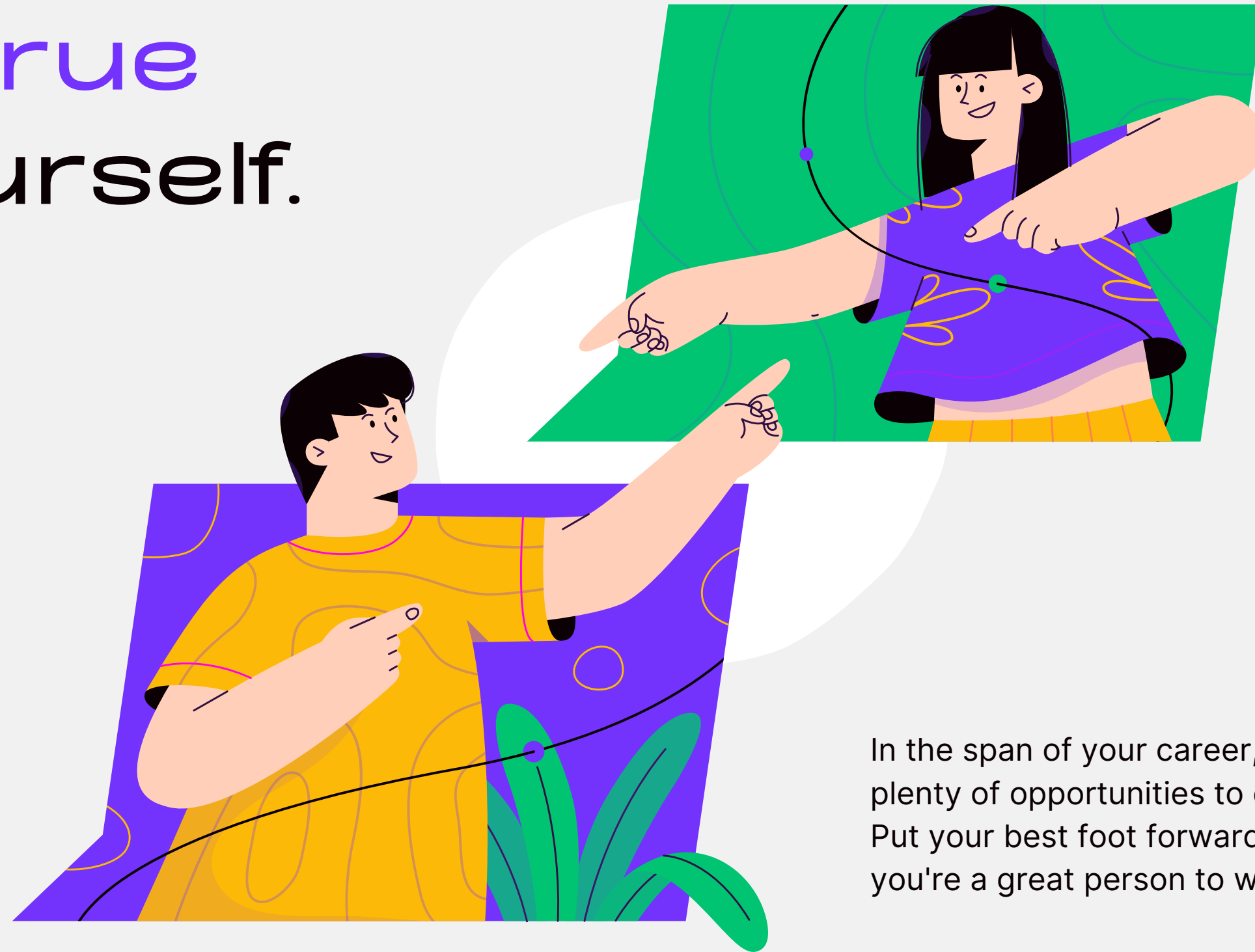
# Be grateful for the opportunity.

Being turned down doesn't dictate  
your worth as an employee.

Turn this into a learning opportunity and  
do better in the future.



Stay true  
to yourself.



In the span of your career, you'll be given plenty of opportunities to express yourself. Put your best foot forward and show why you're a great person to work with.