



# General Interview Preparation Guide

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# General Interview Preparation Guide

## I. BEFORE THE INTERVIEW

- Research the company, role, clients, culture, and recent achievements. Use the company website, LinkedIn, press releases, and industry news.
- Understand how your skills align with the job description. Prepare examples from past roles that match required competencies.
- Prepare 4–5 thoughtful questions that reflect your understanding of the organization's goals and industry trends.
- Practice mock interviews to improve clarity and confidence. Record yourself to review tone, body language, and structure.
- Create a professional portfolio with achievements, project summaries, certifications, and measurable results.
- Clarify interview details format, duration, location, and any assessments so you are fully prepared.

## II. DAY OF THE INTERVIEW

- Dress professionally and choose attire suitable for the company's culture. It's better to be slightly formal than underdressed.
- Avoid strong fragrances and ensure clean grooming.
- Arrive 10–15 minutes early. For virtual interviews, join the meeting 5 minutes in advance.
- Carry a folder or padfolio with copies of your resume, reference list, notepad, and pen.
- Maintain positive body language eye contact, confident posture, genuine smile.
- Be polite to everyone you meet; impressions can be shared internally.

### III. DURING THE INTERVIEW

- Give structured, concise answers using frameworks like STAR for behavioral questions.
- Share results, achievements, and impact not just responsibilities.
- Avoid speaking negatively about previous employers or workplaces.
- Don't ask about salary or benefits in the first round unless the interviewer brings it up.
- Stay attentive, avoid fidgeting, and ensure your phone is switched off.
- Ask 2–3 strong questions about role expectations, growth opportunities, or team dynamics.

### IV. AFTER THE INTERVIEW

- Send a thank-you email within 24–48 hours summarizing interest, key discussion points, and appreciation.
- If interviewed by a panel, send individual notes where possible.
- Follow up politely within a week if you haven't received an update.
- Submit any requested documents (certifications, references, portfolio) promptly.

### V. DRESS FOR SUCCESS

- Business Attire: Suits in solid colors (black, navy, grey) with a formal shirt/dress. Closed-toe dark shoes. Minimal accessories.
- Business Casual: Dress pants, skirts, shirts, sweaters. Avoid logos or overly bright patterns.
- Avoid: Revealing outfits, heavy makeup, strong perfume, hats indoors, casual wear, or untidy clothing.

### VI. TYPES OF INTERVIEWS

- Phone Screening: Ensure a quiet location, resume on hand, and clear communication.
- In-Person Interview: Multiple rounds may occur; stay consistent and professional.
- Group Interview: Balance participation without dominating the conversation.
- Panel Interview: Address the entire panel with eye contact and inclusive answers.

- Video Interview: Use a neutral background, good lighting, and stable internet.
- Pre-Recorded Interview: Maintain energy, clarity, and good posture; avoid sounding robotic.
- Stress Interview: Stay calm; focus on problem-solving rather than reacting emotionally.
- Case Interview: Explain your reasoning clearly and walk through solutions step-by-step.

## VII. COMMON INTERVIEW QUESTIONS (WITH TIPS)

- Tell me about yourself- Summarize skills and connect them to the role.
- What are your strengths? Select strengths relevant to the job and give examples.
- What are your weaknesses? Share something real and explain how you're improving.
- Why do you want to work here? Mention values, culture, industry impact, and alignment.
- Where do you see yourself in five years? Show ambition linked to the role's growth path.
- Describe a challenging situation and how you handled it- Use STAR to structure the example.

## VIII. BEHAVIORAL INTERVIEW QUESTIONS (STAR METHOD)

- Tell me about a time you resolved a conflict at work.
- Give an example of when you worked under pressure.
- Describe a situation where you showed leadership.
- Example STAR Answer:
  - Situation: Brief background.
  - Task: Your responsibility.
  - Action: Steps you took.
  - Result: What you achieved, improved, or learned.

## IX. QUESTIONS TO ASK THE INTERVIEWER

- What are the key priorities for this role in the first 90 days?
- How does the team measure success?
- What are the company's upcoming goals or initiatives?
- How would you describe the workplace culture?
- What opportunities exist for skill development and career growth?
- What are the next steps in the interview process?

## X. THANK YOU EMAIL EXAMPLE

Dear [Interviewer Name],

Thank you for taking the time to speak with me today about [Position Name]. I enjoyed learning more about the role and the team.

I'm confident my experience in [Key Skill/Area] would allow me to contribute meaningfully.

Thank you again for the opportunity. I look forward to hearing from you.

Best regards,

[Your Name]