Five Steps to Ace the Job Interview of your Dreams

By Abraham Antanesyan

Preparation is a key factor for all interviews. According to “Job Interview-Smart” by Wushow Chou, “The most important marketing event for career based individuals is the job interview” (Wushow, 2010). By following five important steps, every interviewee will be ready for the most important interview of their life. You might be interviewing for your long-term job and therefore you would want to mark yourself unique from the rest of the interviewee’s. The five steps are as follows: educate yourself about the company, educate yourself on your position, dress for success, prepare the proper resume, and make sure you always do a strategic follow up. Many students or individuals with no job experience usually lack something the employer is looking for during the job interview. You need to be a unique asset to their company, and how well you perform at your interview will be the first impression on how your employer views your talents, abilities and character.

First, educate yourself on the position. A common mistake is going into the interview without any regards to what the company is hiring you for. You need to make sure you completely understand all your job requirements and responsibilities. Many interviewers are looking for a person that is really prepared to take on any random questions asked about the position (Murty, 2014). Interviewers will ask you many questions regarding your position and its duties, so be prepared by educating yourself on the position. Going to the company website or even doing research on your job title will help you know exactly what your talking about and exactly what your requirements are (Wushow, 2010). Furthermore, the next step is to educate yourself about the company. You need to do research on the company history to figure out how the company started, what is their mission statement, and what are there goals. Educate yourself also on the different products and services the company provides even if it does not relate to your sector (Ullah MD, 2010). These first two steps will be the background information that will help you understand what kind of employer you have and what type of employees they are looking for (Wushow, 2010).

Furthermore, other than educating yourself, you need to dress well for your interview. Your physical appearance is going to be another form of communication to your employer. You need to dress for success and make sure that your attire is professional and clean. Gentlemen need to make sure that they have proper and neutral attire. Men should wear a jacket and slacks
that are fitted. With a neutral color tie, preferably black, with a clean button-up shirt. Make sure you don't have any exotic colors, designs or patterns that will make your interviewer more focused on your clothing then yourself. Women should wear a business suit with no major patterns or exotic colors. However, if women don't have a business suit a blazer and skirt that goes to the knees will be another great option to show how professional you are (Seitz and Cohen, 2012). Make sure your socks and shoes are streak free and that you take care of personal hygiene issues before the interview.

In addition, the third step is to have a great resume, which is another key contribution to making sure you perform well in your interview. Resumes should involve a very strategic and unique style to make sure that the employer knows what you want them to know about your abilities, talents and character. Your resume should include any education or past job responsibilities that will be involved in the job your currently applying for (Hodge, Megan, and Nicole Spoor, 2012). For example, if you are applying for a FedEx supervisor position, showing knowledge of having a business administration bachelor’s and experience related to mailroom duties would be the perfect addition to your resume. You need to add key components from their job post to show that you got what it takes to take on their tasks. Your resume needs to be clean, short and easy to read. Always take multiple copies of your resume because you never know how many people might be interviewing you. When you have finished your interview one important thing you should ask from your interviewer is their business card or contact information. This will help you do a strategic follow up of your interview that leads us to our last step. One strategic follow up is after your interview, you should write a brief professional email to thank your interviewer and include your up to date contact information (Walker, 2011). This will show that you really care about the position and will help your interviewer refresh their memory of how great of an interviewee you were. In addition to the thank you email, after the first few days you need to contact them via phone or email and do another follow up about the job application status. This again shows how much you care about the position and that you are a professional individual.

In conclusion, a job interview might seem to be a very simple process, however, in reality it is something that’s needs a lot of
preparation. A person who does not take the time to prepare for their interview might throw a great career opportunity into the trash. In order to prepare well for your job interview, you must follow these five steps:

Make sure that you educate yourself about the position, educate yourself about the company, dress professionally, have a great resume and have a strategic follow up.

**Biography of Author**

Abraham Antanesyan is a full-time student at California State University of Los Angeles studying Business Administration with an option in Human Resources Management with a minor in Economics. He was born and raised in California and is currently working in the banking industry.
Works Cited


