



HOW TO CLEAR INTERVIEW THROUGH SOFT SKILLS

SONAL MISHRA

MEERUT INSTITUTE OF TECHNOLOGY



In today's challenging and competitive work environment and job market, Technical knowledge is not sufficient to help you get a good job; the ability to face the interview with strong Soft skills can make all difference in clearing the interview. When we talk about soft skills, it is a set of Interpersonal skills. Which help us to grow and attain personal and professional growth in working environment as well as personally.

These includes:



1) Communication skills :

The more effective the communication is, more are chances to clear the interview and secure a Better job. Communication must be clear, concise and confident speaker will be able to articulate his ideas more precisely and contribute to a team.

Following are the steps for smooth functioning of speaker to make his communication more effective and precise.

1) Preparation

It must be common practise for the speaker to be thoroughly prepared before attempting for any interview. Preparation includes:-

- 1) Go through the company's website.
- 2) Research more about company in which candidate is attempting for an interview
- 3) Have enough rest and eat well, day prior to interview
- 4) Ensure that all relevant documents including educational certificates, photographs, copies of resumes are properly placed in the folder
- 5) Practise the set of questions in front of mirror. It helps the speaker responding effectively and confidently.

Candidate must come well dressed, dressing well is a form of self-expression which can impact one's mental & emotional state, A well-dressed candidate receives positive feedback which Can boost his confidence and self esteem.

2) Active Listening :

A candidate who pays attention to interviewer's questions and actively participated in the conversation demonstrates that you are engaged and respectful.

3) Develop strong communication skills through verbal and non verbal communication :

Candidate must speak clearly with confidence, avoid jargons and give structured answers(verbal communication)

- → Non verbal communication
- → Maintain good eye contact with interviewer
- → Good confident posture
- → must greet with smile to exhibit self-confidence and approachability

4) Problem Solving skills :

In order to solve any problem Candidate must use STAR METHOD (Situation, Task, Action and Result)

One must share examples of how you have resolved conflicts, how Comfortable one in adapting changes in new challenging environment and tackled unexpected challenges in past role.

Note: Candidate can elaborate the statement by giving examples from past roles.

5) Time Management skills for Interview success.



Time Management is vital soft skill which showcases a sense of responsibility, Professionalism and respect for other's time Ways to develop the skills.

Be punctual, Arrive 20 mins prior for the interview. Reaching early to the place helps One in unnecessary delays and exhibits sense of responsibility towards the job role offered.Incase of virtual interview, ensure your setup is ready that includes availability of network, camera, microphones etc. by being available before given time.

6) Leadership skills :

to clear an interview Demonstrating leadership abilities during an interview shows one can take initiatives, engaged others, inspire others and adds to the contribution of successful healthy environment of the organization.

Following are the leadership traits one Can incorporate for effective functioning

Decision making is the topmost responsibility of a leader, he must make meaningful and data driven decision for the organization.

Problem Solving → Narrate the instances from past roles where you have resolved conflicts and overcame Challenges.

c) Motivating others →Share examples where you inspired your team and colleagues toachieve the goals.

Always demonstrate with example from your past role, Use STAR METHOD

S- SITUATION

Describe about the situation given

T- TASK (describe about the role)

A- Action (what action have you taken to solve the conflict)

R- Result (Highlight the positive outcomes or achievements).

Example, In my previous role, our team faced a deadline for a project, Being a team leader .I delegated tasks based on individual strengths, keep a constant track to monitor the progress of the team, By fostering collaboration and staying focused, we would be able deliver the project before time.

7) Body Language And Confidence To Clear An Interview :



Body language and confidence plays vital role in creating first expression on interviewer.

Ways to use body language and confidence to succeed.

A) Master the first impression

- Always keep a smile on face which conveys positivity and approachability.
- Firm handshake exhibits confidence.
- Never sits with slouching shoulder as it gives impression of nervousness rather sit upright with straight back and relaxed shoulders.
- Always maintain good eye contact with interviewer as it creates impression of confidence and positivity.
- During group discussion maintain eye contact among members, this depicts attentiveness and maintains healthy environment.
- Do not sit with crossed arms which seem defensive, sit and lean forward to show engagement.
- If feeling nervous take a deep breathe to relax.
- Avoid gestures like playing with objects, chewing gums and tapping foot.
- Speak clearly, concise and firm with friendly tone. Don't shout or tap the desk to get attention as it contributes to negative image of the speaker.
- If not sure about the topic given during group discussion, please ask the interviewer to explain the topic, take a pause think and collect your thoughts before demonstrate.
- Formal attire which is clean, ironed and fits well will add charm and grace to the personality of the wearer.
- Use perfumes with mild fragrance, avoid the strong ones.
- Nod your head occasionally to show that you are active during discussion.
- End the interview with confident handshake and verbal thank you.
- Display positive energy while walking out of the room.

By mastering these skills one can leave lasting impression on the interviewer.

8) EMOTIONAL INTELLIGENCE (EI)

It's a soft skill that enhances your performance during interview, through EI one would be able to manage both his emotions and understand the emotions of people around.

Ways to leverage emotional intelligence to ACE interview:

Know your strength and weakness and discuss confidently about it. Practise Calming techniques like deep breathing exercises.

One should know how to answer the questions under pressure with confidence, If not sure about the answer, don't give incorrect answer instead say "you don't know the answer in polite tone and request the interviewer to explain the Question for further knowledge.

Showcase confidence without being over confident. Maintain positive gesture and respectful attitude throughout, maintain appropriate eye contact and good posture. Understanding the interviewer's perspective show empathy & genuine interest in the company and needs to be an active listener. Demonstrate enthusiasm & stay motivated even if interview becomes tough.

CONCLUSION:

Soft skills are important part of life .Demonstrate through real life examples from past roles. By mastering and showcasing these attributes, one can set himself apart and increase chances of acing the interview.