

Interviewing Basics: 5 Tips for Success

Mongolia Talent Network is the leading Executive Search and Recruitment Company in Mongolia. As such we see a lot of candidates going through the interview process at a wide range of companies. The sad truth is that great candidates sometime fail to get the jobs they deserve because of fairly basic interviewing mistakes.

Therefore I want to share our 5 key tips for success:

- 1) Don't be late for your interviews
- 2) Think about how you present yourself
- 3) Be prepared and don't be afraid to admit it
- 4) Don't ask about salary too early in the process
- 5) Have some questions to ask your interviewer

Don't be late for your interviews

The first thing is to turn up on time and at the right location. Make sure you're clear on where you're going in advance and allow plenty of time. Allow for delays. Turning up late suggests that you do not value your interviewer's time and are not taking the process seriously. Aim to arrive within half an hour of the interview time.

Traffic is no excuse. By arriving late you start off on the wrong foot and will spend the rest of the interview trying to make up for it.

If you do realize that you are going to be late you must call ahead to let your interviewer know.

Think about how you present yourself

It is a natural human trait to make judgments and to make them quickly. If the latest research can be believed, people form judgments of the people they meet within the first 2 seconds!

So, for any interview, you need to dress appropriately, make appropriate eye contact with your interviewer, and start with a smile and a firm handshake. Be aware of your body language. Sit up straight with both feet on the floor. Speak clearly and confidently.

As in all areas of life, confidence is vital. If you seem unsure about whether you would be great for the job, they will never be sure. Make positive and clear statements and avoid excessive use of phrases like 'I think I might be' or 'maybe I could'... Use 'I am' or 'I have done' or 'I believe I can'... If you can back it up with experience or achievements you will not appear arrogant. Interviews are no place for false modesty.

For a professional company, dressing smartly will suggest that you can compete in their business environment, whereas for a creative company a more informal style of dress may be more appropriate. Plan your outfit ahead of time. If in doubt, wear a suit.

Turn off your mobile phone before going in to the interview. You don't want your professional impression to be shattered by whatever tune you have as your ringtone!

Be prepared and don't be afraid to admit it

Find out as much as you can about the company and your interviewer ahead of the interview. Most companies have websites that will be packed with useful information. Look for their annual results, mission / value statements, press commentary etc. Talk to anyone you know who has worked at the organization. See what is available via Google.

By understanding what's important to them you can show that you are genuinely interested in the company and will more easily form a bond with your interviewer.

An interview is no place for false modesty. If an interviewer asks you whether or not you've researched the company, it's not because they plan to embarrass you by asking a range of technical questions. It's not a trick. They just want to know that you cared enough to do basic research.

To really impress your interviewer, take some time to think through the challenges they face. How would you look to address them or what factors would you consider? This will show that you are not only interested, you are solutions-focused, and the kinds of person who can help the company move forward. In short, a great candidate!

Be prepared to talk about your CV and experience. If there are gaps in your CV be prepared to explain them. If you have moved jobs frequently be prepared to explain why and to build confidence that you will stay with your prospective employer for longer.

Don't ask about salary too early in the process

Of course salary is important to all of us. Everyone recognizes that.

However, by raising it too early in the process your interviewer will worry that you're only interested in the money and that you may jump as soon as there is promise of better a salary elsewhere.

An interview is like a first date in many ways. Imagine going on a date and spending most of your time asking your partner about how much they earned?

What car they drive? Whether they own a flat? Imagine not showing any interest in their personality, their intellect, and their history... Do you think you'd get a second date?

Your interviewer wants to believe that you're genuinely interested in the role and the company. They want to believe that you're motivated by a range of factors, including training and development and career journey for example.

Have some questions to ask your interviewer

Most interviews will end with "do you have any questions?" 9 out of 10 interviewees here will probably say that they do not.

Make yourself distinctive. Show your interviewer that you are a thinking person who has really researched the role. Help them to imagine you in the role and show them that you're serious.

If in doubt, think about:

- Finding about the existing team / company structure
- Asking about training and development opportunities
- Understanding what they see as the career opportunities for someone like you in future
- Asking them about their priorities for the company or where they see the greatest challenges
- Talking to them about their vision for the company or the company's goals

Mongolia Talent Network is the leading recruitment / headhunting agency in Ulaanbaatar. We have a large team of headhunters permanently based in Mongolia working to get you great job options. In addition to our direct clients, we also have over 100 companies using our website to advertise their job positions on our free job board.

Please visit www.MongoliaTalentNetwork.com or contact us at info@MongoliaTalentNetwork.com to talk to one of our headhunters in Mongolia.