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# Ten Rules of Interviewing

**B**efore the job interview, you should prepare a list of questions to ask the interviewer. This will show that you are interested in the job and the company. It will also help you to understand the role and the company better. You should also prepare a list of your achievements and skills. This will help you to answer the interviewer's questions more confidently. You should also prepare a list of your career goals. This will help you to show that you are motivated and ambitious. Finally, you should prepare a list of your references. This will help you to provide evidence of your skills and experience.

## Keep your answers brief and concise.

Use the STAR method to answer questions. This stands for Situation, Task, Action, and Result. This method will help you to provide a clear and concise answer to the interviewer's question. You should also avoid using filler words and phrases. This will help you to sound more professional and confident.

## Include concrete, quantifiable data.

When you are asked about your achievements, use concrete numbers to quantify your success. For example, instead of saying "I increased sales," say "I increased sales by 25% over the last year." This will help the interviewer to understand the scale of your achievements and the impact you have had on the company.

## Repeat your key strengths three times.

Identify your three key strengths and repeat them throughout the interview. This will help the interviewer to remember your strengths and see how they apply to the job. You should also provide examples of how you have used these strengths in your previous roles. This will help you to demonstrate your skills and experience more effectively.

## Prepare five or more success stories.

Prepare five or more success stories that you can use to answer the interviewer's questions. These stories should focus on your achievements and the challenges you have overcome. This will help you to provide evidence of your skills and experience and show that you are a problem solver and a team player.

## Put yourself on their team.

During the interview, show that you are a team player and that you are interested in the success of the company. Use the words "we" and "our" instead of "I" and "me." This will help you to build rapport with the interviewer and show that you are a collaborative team member. You should also ask questions about the company's culture and values. This will help you to understand the company better and show that you are a good fit for the organization.

## Image is often as important as content.

Remember that your appearance and body language are just as important as your answers. Dress professionally and arrive on time. Maintain good eye contact and a positive attitude. This will help you to make a good impression on the interviewer and increase your chances of getting the job.

## Ask questions.

At the end of the interview, ask the interviewer if you have any questions. This will show that you are interested in the job and the company. You should also ask questions about the role, the company, and the interview process. This will help you to understand the job better and show that you are a proactive and curious individual.