

A Successful Job Interview

Now that you are beyond the application phase and have received a call for the interview, you need to prepare yourself well to make sure it goes well and that you leave a positive impression on the employer so he/she offers you the job.

Before you go for in the interview:

- **Find out as much about the company as possible** – Use internet, libraries, newspapers and friends who work at that company to find out - about the company, its products, services, financials, strategies, competition, and if possible, about the organization and the position. Make yourself fully informed, it will give you confidence during the interview.
- **The day of interview** – Dress formal according to local norms, but not tacky. Have a good night sleep. Make dua to Allah SWT that He makes it easy for you to go through the process and get you the job if it is the right thing for you.

At the interview:

- **Do not be late** – Give yourself ample time to arrive ahead of time. It will give your nerves a break and help with any unplanned traffic and other delays.
- **Keep as much control of the interview process as possible** –
 - Shake hands, if culturally permissible. Introduce yourself.
 - Thank the interviewer for his/her time and the opportunity to meet with you in person.
 - Allow him/her to start the interview process.
 - Do not show nervousness by rubbing hands, changing postures, wiping your face or shaking your knees. Exhibit confidence and know in your heart that whether you get the job or not – is in Allah SWT's hands. You do your best, and leave for Him the rest.
 - During the interview, ask questions; don't be a "yes" person or keep nodding your head in agreement. Use the information you collected before the interview to your advantage. Let the employer get the feeling that you know about his/her business. However, do not over do it. Don't take over the interview – keep it in balance. Allow the employer the courtesy to feel that he/she is the boss.

- Questions can include:
 - Job responsibilities.
 - Training required for the job (make sure you supplement it with statement that you are a quick learner and will catch on quickly).
 - Organizational setup and reporting structure.
 - Company's growth strategy and plans.
 - Top 3 challenges (a nicer word for "problems") that the company is working to solve. You can use this information to your benefit by suggesting how your skills and experience can be a value-add. You can use the information you collected earlier on competition to if appropriate.
 - Growth opportunities for employees to move up in technical or management structure.
- Don't waste your time by asking questions about salary, vacation, sick-time, etc. Most probably he/she will tell you or you will hear about them from their HR department.
- If you get asked how much salary you are expecting, try not to answer that question directly in the form of a hard figure. You can say, it is more important for you to have the right job and that you will be comfortable with the salary and terms that are comparable to this type of position etc.
- In the end, do ask him/her what would be the next step and when would he/she be in a position to make a decision. Offer additional references if needed. Thank him/her for his/her time.
- Do not forget to write a thank you letter after the interview.