

HR Interview updated on Jan 2025

Human Resource Interview Tips

The interview is an opportunity for both, the interviewer and the candidate to market themselves. The employer is selling the organization to you, and you are marketing your skills, knowledge, and personality to the employer. Remember that interviews are varied and so they cannot therefore be easily categorized.

Following are some human resource interview tips:

1. Be prepared

Preparation increases confidence. Practice with your friends or relatives. Remember that everyone who is interviewing is not necessarily a good interviewer. You may prepare by reviewing magazine and newspaper articles. You may check out their web site. Read your resume before your interview. It will keep your answers fresh.

2. Location and punctuality

Find out the location of organization. Make sure you have a map or directions as well as information of the nearest railway station. Arrive 5-10 minutes early. Arriving early will give you the opportunity to read some information on the company in the reception area.

3. Be professional

Professional look always helps for good impression. Be careful about your dressing. Be aware of the company culture and ensure you dress to impress. Decide what you are going to wear the night before to avoid making the wrong choices.

4. Be polite

Don't interrupt to the interviewer. Listen very carefully. Poor listening skills are responsible for the bad impression. If the interview is being conducted in a restaurant, mind your table manners. If the interviewers are serious and soft-spoken, then you should be same as interviewer. Avoid loud laughter during the interviewer.

5. Be positive

Keep in mind that there is only one chance to make a first impression. Every company wants employees who are goal-oriented, career-driven, enthusiastic and motivated. Be the employee as they want. End the interview on a positive note. The hiring official needs to know that you are interested, enthusiastic and excited about the position and the company.

6. Be practical

If you are experienced then the interviewer already knows your current salary and benefits package. When the topic of salary comes up state that you know they will make a fair offer.

If you are offered the position during the interviewing process and you want the job then accept it. If the offer is not acceptable for any reason, ask for time to consider the offer.

7. Human resource interview tips - Do's

- * Have a firm handshake.
- * Be sincere and direct.
- * Introduce yourself in a courteous manner.
- * Read company materials while you wait.
- * You have to prepare for questions and listen carefully to the interviewer.
- * Ask about the next step in the process.
- * Thank the interviewer.
- * Learn about the Human Resources Analyst Program and understand the different facets of human resources.
- * You never know what the interviewer will ask you about, so be prepared to talk about anything you have included on your resume. You should be truthful about your experiences and skills.

8. Human resource interview tips - Don'ts

- * Don't show depression or discouragement.
- * Don't start the topics like salary, benefits or working hours.
- * Don't look at your watch.
- * Don't take extensive notes.
- * Don't be too serious.

9. Follow up

Always write a thank you note immediately after the interview. If there are number of interviewers then send a copy of thank you letter to each person. Summarize your qualifications and how they meet the expectations of the position.