

Crescendo™

INTERVIEW POCKET BOOK

Achieve Your Career Goals with Years of Proven
Excellence at Crescendo Global!

www.crescendo-global.com



BEFORE THE INTERVIEW

RESEARCH THE COMPANY & JOB ROLE

Understand key responsibilities, required skills, company values, recent news, and industry trends.

MATCH YOUR EXPERIENCE TO THE JOB

Identify key skills in the job description and prepare examples from your past work that demonstrate your abilities. Use the **STAR method (Situation, Task, Action, Result)** for structured responses.

KNOW THE INTERVIEW FORMAT

Whether in-person, virtual, or panel interview, prepare accordingly.

TAILOR YOUR RESUME & COVER LETTER

Customize them for each job by highlighting relevant skills and achievements. Use job - related keywords to pass ATS screening and ensure they are professionally formatted and error-free.

CREATE A PORTFOLIO (IF APPLICABLE)

Showcase relevant work samples that demonstrate your expertise. Keep it well-organized, easy to navigate, and accessible online if needed.

BE READY TO DISCUSS YOUR EXPERIENCE

Clearly articulate how your skills align with the role. Highlight achievements, problem - solving abilities, and leadership experiences. Address career gaps with a positive approach.

PREPARE FOR COMMON INTERVIEW QUESTIONS

- Why do you want this job?
- What are your strengths & weaknesses?
- Tell me about a challenge you faced.
- Why you should be the perfect fit for the job?



FACE TO FACE INTERVIEW TIPS

01.

Attire & Grooming

- Wear clean, professional attire with proper grooming.
- Maintain hygiene and use a mild fragrance.

Essential Documents

- Carry multiple copies of your resume.
- Bring any additional documents requested by the interviewer.

03.

Punctuality & Professionalism

- Arrive 10-15 minutes early and freshen up before the interview.
- Inform the interviewer in advance if running late.

Know the Company

- Research the company's key products & services.
- Understand its target market, industry position, and competitors.

02.

04.

DIGITAL INTERVIEW TIPS:



Check Your Tech in Advance

Test your internet connection, webcam, microphone, and video conferencing platform to avoid technical glitches. Keep backup options ready if needed.



Ensure a Professional Background

Use a neutral, clutter-free background or a subtle virtual background if necessary. Avoid distracting elements.



Join Early & Be Ready

Log in at least 5 minutes before the interview to prevent last-minute issues. Close unnecessary tabs and mute notifications.



Dress for Success

Wear professional attire from head to toe, as you may need to stand up unexpectedly. First impressions matter, even virtually.



Optimize Your Lighting & Camera Angle

Position your camera at eye level and ensure your face is well-lit, preferably with natural or soft lighting. Avoid backlighting.



Maintain Good Virtual Etiquette

Look at the camera instead of the screen to maintain eye contact, speak clearly, and avoid fidgeting. Use gestures naturally.



Have Essential Notes Handy

Keep your resume, job description, and key points in front of you for quick reference, but avoid reading directly from them.



Check Audio & Avoid Interruptions

Use headphones or a noise-canceling mic if possible. Inform household members in advance to avoid interruptions.



Be Prepared for Technical Issues

If a tech issue arises, stay calm, reconnect quickly, or email the interviewer to inform them.

AFTER THE INTERVIEW

FOLLOW UP WITH A THANK-YOU EMAIL

- Send a thank-you email within 24 hours.
- Mention specific points from the interview and reiterate your interest in the role.

REFLECT ON THE INTERVIEW


- Review what went well and what could be improved.
- Note any questions that were challenging and prepare better answers for the future.


CONTINUOUS IMPROVEMENT


- Seek feedback from trusted friends or mentors.
- Keep practicing and refining your interview skills.


Checklists


THE DAY BEFORE

 Make sure your clothes are washed, ironed, and ready to go.


 Do your research. Know the company, & the person who will be interviewing you.

 Confirm you are absolutely certain when & where the interview is taking place.

 Have a list of questions ready to ask the interviewer.


 Print out copies of your CV, cover letter, and anything else they may want to see.


ON THE DAY

 Buy a pack of mints and have some before the interview (but don't chew gum).

 Bring extra copies of your CV & cover letter.

 Aim to be there ten minutes early – no sooner, and no later.

 Remember the STAR method: Situation, Task, Action, Result.

 Turn your phone onto airplane mode before you go in.

DO'S



Research the Company & Role

Research the company's background, mission, values, & job expectations before the interview.



Dress Professionally

Dress appropriately as per the industry standards. First impressions matter.



Prepare Your Elevator Pitch

Be ready with a 30-second introduction about yourself, your skills, and experience.



Showcase Your Achievements

Highlight key accomplishments with quantifiable results to showcase your expertise.



Practice Common Interview Questions

Prepare for behavioral and role-specific questions using the STAR method.



Listen Actively

Take a moment to process questions before answering.



Be Confident, Not Arrogant

Maintain a balance between confidence and humility.



Ask Smart Questions

Prepare meaningful questions about the company, team, or role to show your interest.



Follow Up with a Thank-You Email

Send a polite thank-you note within 24 hours to express appreciation and reiterate your interest.

DON'TS



Don't Fidget or Show Nervous Habits

Avoid excessive hand movements, tapping, or looking distracted.



Don't Give Generic Answers

Provide specific examples to demonstrate your skills and experience.



Don't Badmouth Previous Employers

Speaking negatively about past companies can reflect poorly on you.



Don't Interrupt the Interviewer

Let them finish their questions before responding.



Don't Lie About Your Skills

Be honest about your experience; interviewers can see through exaggerated claims.



Don't Use Filler Words Excessively

Avoid excessive "um," "like," or "you know," as it may show nervousness.



Don't Overshare Personal Information

Keep the conversation professional and relevant to the job.



Don't Focus Only on Salary

Discuss compensation at the right time, but don't make it the first question.

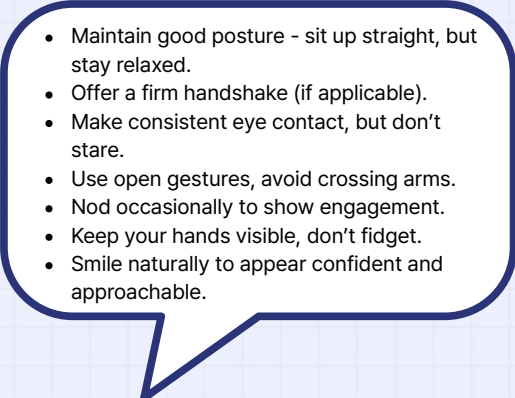


Don't ignore Eye Contact & Posture

Good posture and eye contact indicate confidence and attentiveness.

Smart Prep for Your Big Day!

- Professional Attire
- Carry Required Documents & CV
- Practice to How to introduce yourself
- Go through your job research
- Plan your travel ahead
- Wear a light, pleasant fragrance
- Go through your resume/ projects
- Keep tap on recent company's update
- Greet confidently
- Use the notes section for skills/ keywords



- Maintain good posture - sit up straight, but stay relaxed.
- Offer a firm handshake (if applicable).
- Make consistent eye contact, but don't stare.
- Use open gestures, avoid crossing arms.
- Nod occasionally to show engagement.
- Keep your hands visible, don't fidget.
- Smile naturally to appear confident and approachable.

Body Language Tips

Notes

Strengths
Weaknesses

QUESTIONS TO ASK

Before the Interview:

What should I expect during the interview process?



Who will I be speaking with, and what are their roles?



Are there any specific skills or experiences you're prioritizing for this role?



Will there be any tests, case studies, or assignments?



What's the dress code for the interview?



What is the expected timeline for the hiring process?



After the Interview:

What are the key priorities for this role in the first 3-6 months?

How does this role contribute to the company's overall goals?

What challenges do you foresee for someone stepping into this position?

Can you tell me more about the team and leadership style?

How does the company support employee growth and career progression?

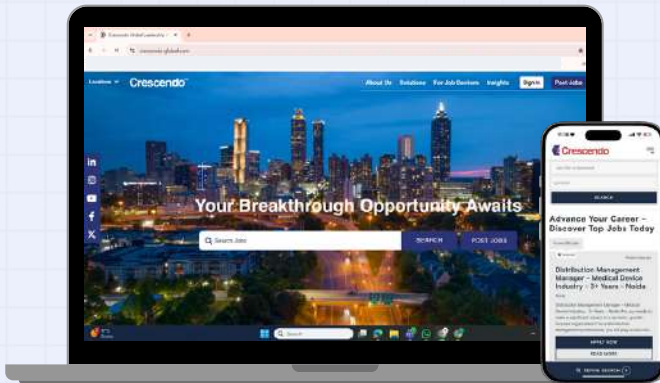
Is there anything in my application you'd like me to clarify or expand on?

What are the next steps in the process, and when can I expect feedback?



NEED MORE TIPS TO CRACK INTERVIEW

Connect with us.



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