

Interview Day Preparation



Strategic Consulting Japan G.K.
Level 18 Yebisu Garden Place Tower
4-20-3 Ebisu, Shibuya-ku
Tokyo 150-6018
www.consulting-japan.com

Interview Day Preparation

You never get a second chance to make a first impression

It's interview day, you may feel nervous, change this emotion to I'm "excited", you're prepared, and trust that process.

- ❖ Calendar the date and time in your smart phone with a reminder, there is no excuse for being late.
- ❖ Know the location and how to get there, don't leave this until the last minute, arrive early, but not too early.
- ❖ Dress for success; hair cut, clean shaved (men), teeth brushed, wear your best business attire, cleaned / ironed / dry-cleaned, shoes polished...etc.
- ❖ Eat prior to the interview, this will insure you'll be stable throughout the interview.
- ❖ Turn off your smart phone prior to entering the building, nothing is more distracting than a phone ringing.
- ❖ Follow Japanese business manner with business card exchange, also, don't bow and shake hands at the same time.
- ❖ Relax and be friendly, everyone, including interviewers are nervous, try to build rapport early.
- ❖ Focus on active listening (listen carefully), and if you're uncertain, ask for a question to be repeated.
- ❖ Make eye contact with the interviewer, don't fidget or slouch.
- ❖ Speaking clearly, don't mumble, be concise with your vocabulary.
- ❖ Sell yourself, an interview is one time when it's ok to brag, utilize storytelling to link your achievements.
- ❖ Ask questions, especially at the end of the interview.
- ❖ Never discuss compensation in the first interview, rather express interest in the career opportunity.