

# 5 Smart Tips For Answering Interview Questions

Job seekers spend hours drafting their CVs, contacting different companies in hope to get a call for an interview. A smart job seeker knows the common interview questions for a job interview and will prepare answers accordingly. Anticipating and crafting interview questions and answers give you the best shot at making a good impression.

## Smart Tips For Answering Interview Questions

Usually, employers ask a common set of questions. So, I'm going to share some important points regarding those questions and how you should respond to them. Here are five smart tips for answering interview questions:

### 1. Do Not Be Impulsive When Answering Questions

Different hiring managers speak at different speeds. Allow the hiring manager to complete his question and listen to each and every word carefully. Some questions start off similar to other questions, but demand different responses. Like an employer might ask you, "What skills do you have — to deal with a customer?" Here, if you listen to only the first part, that is—"what skills do you have...?" you will end up giving a wrong answer.

### 2. Take A Pause Before Answering A Question

Wait a few seconds after the employer stops speaking to make sure if you have heard the complete question. Create a mental list of points to include in your response.

### 3. Answer In Short And Complete Sentences

Do not wander off the point, and answer directly, covering all main points of the questions. Be sure to answer all parts of the employer's question.

### 4. Respond By Stating Your Key Points

Repeat them 2-3 times while answering the question. Explain how you have applied these points in your previous jobs. Finish your answer by reiterating these points. This will highlight your skills and reinforce your case to the employer as the ideal person for the job.

### 5. Tell The Interviewer Something Unique About Yourself

Even if you are good in creative things for instance; graphic designing, can [write an essay](#), event planning and so on, then you should definitely let them know about your extraordinary skills. The interviewer spends a good amount of time with each candidate before finalizing one of them.

So, you must leave them with a lasting impression. Each response must tell something new to the interviewer. For example, when you answer question like, “tell me about yourself”, you can start out with “being a two-time champion in swimming.”

## Other Important Interview Tips

**Listen carefully to your interviewer** - It does not matter if you get the job or not, an interviewer is giving you an opportunity for professional growth and therefore deserves respect.

**Put your cell phone on ‘silent mode’ before going for an interview** – A ringing tone or message alert may distract you and the interviewer from the discussion.