

Mastering the Art of a Successful *Interview*

The HR Way: Interview Tips & Salary Negotiation



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HR Professional

THE INTERVIEW MINDSET

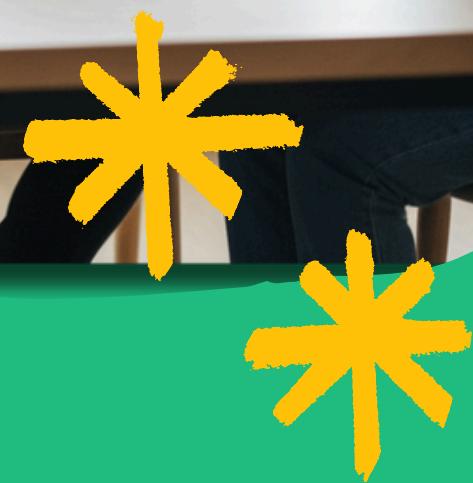
→ The HR Perspective

- Confidence
- Communication
- Learning Attitude
- Cultural Fit

→ What the HR Professional Seeks ?

As an HR professional, I always look for:

- Clarity
- Honesty
- Confidence



BEFORE THE INTERVIEW: PREPARATION IS KEY

Key Preparation Areas

Research the Company

- Understand their mission, services, and clients.
- Explore their culture on LinkedIn.
- Know the job description inside out.

Organize Your Portfolio

- Ensure you have: Updated CV, relevant Certifications, Work samples (if any), and your LinkedIn profile ready.

Prepare Your Introduction

- Keep it: Simple, confident, and focused on your strengths.
- Remember: Your intro defines your energy!

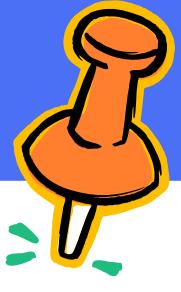


Do's During an Interview



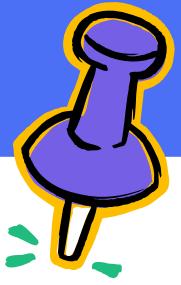
Present Yourself Professionally

Dress neat and formal
Maintain positive body language
Smile confidently



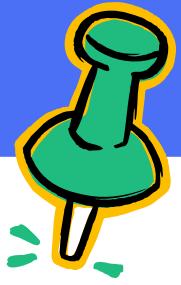
Answer Clearly

Speak to the point
Use real examples
Show ownership and initiative



Highlight What You Know

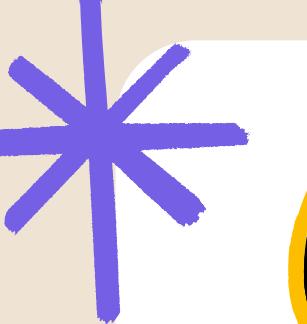
Use the STAR method to showcase skills:
Situation – Task – Action – Result
This helps you sound structured and confident.



Ask Smart Questions

“What does success look like in this role?”
“What are the growth opportunities in this position?”

✗Don'ts During an Interview

-  **1** Don't speak negatively about past employers
-  **2** Don't give long, unfocused answers
-  **3** Don't lie about skills
-  **4** Don't panic if you don't know something

HOW TO HANDLE QUESTIONS YOU DON'T KNOW?



As an HR, I appreciate honesty more than guessing.

Here's how to respond professionally:

"I may not know the exact answer at the moment, but I'm willing to learn and can quickly adapt if given guidance."

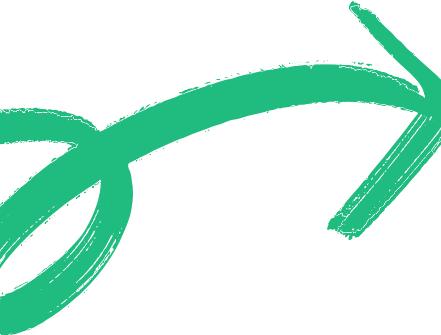
or

"I have not worked on this directly, but I understand the concept and can learn it fast."

This shows maturity and willingness to improve – a strong trait for any candidate.

How to Confidently Highlight Your Strengths?

→ Focus on:



- Your best skills
- Achievements
- Real examples
- Impact you created

→ If you have limited experience, highlight:

- Learning ability
- Consistency
- Volunteer work
- Projects
- Internships

SALARY NEGOTIATION

Most candidates fear salary discussions,
but negotiation is normal and professional

→ Before the Interview

Research market range for your role
Know your minimum acceptable salary
Understand your worth

→ During Salary Discussion

“Based on my skills and market standards, I believe a package between __ and __ is fair.”

“I am open to discussion and would appreciate understanding your budget for this role.”



Salary Negotiation – *HR Perspective*

→ What HR Expects?

We want candidates who:

Know their value

Are confident

Have realistic expectations

Show flexibility

→ Never Say:

✗ “Aap jo de dein ge theek hai.”

✗ “Market ka pata nahi, bas job chahiye.”

These answers reduce your bargaining power and confidence image.

Final Tips for Success!

- Practice mock interviews
- Maintain confident body language
- Keep your answers positive
- Follow up with a thank-you message
- Keep growing and learning





Closing Message from *Arshia Hussain*



As an HR professional, I always tell fresh graduates:

“You don’t need to be perfect, you just need to be prepared, honest, and confident. Skills can be learned, but attitude is everything.”

Believe in your capability.
Work on your presentation.
And never underestimate your value.

