

The Times of India | Career

What you must do to get a job in 2017

Posted by TimesJobs.com on Jan 2, 2017



Dr. Poornima Gupta

With the advent of technology and Big Data, the way people are being hired is changing



Gone are the days, where one used to stay in the same organisation for years together. Employees change jobs regularly depending on greener pastures available elsewhere. Therefore, organisations have also started taking interviews seriously in the hope of landing skilled and stable employees who can prove to be valuable asset in the long run.

More and more people analytics is being used to help organisations identify the right person for the right jobs. In order to ensure that you crack interviews in 2017, here are a few skills that you can use:

1. Build the right resume: The primary objective to a resume is to get you to the next stage i.e. the interview process. It should be properly structured with primary objective in mind. To move ahead from other resume's one might want to add additional sections like: Objectives/ Long Terms Goals/ How I can add value/ Achievements etc. Get creative so that your profile stands out from all the others out there!

2. Prepare in advance: The interview needs preparation which very few people understand. Very few times, do we come across employers who do their homework before taking the interview. Generally, they start with “tell me something about yourself” while they quickly skim through your resume hunting for their next question. This is the question that you should prepare for and rehearse before you go for the interview. Take time and prepare an interesting and engaging response which will tilt the balance in your favour from the start!

3. Research the company and the person: This is, by far, the most important step that you should carry out before you venture out to present yourself. Go through the company website to look at the organisation, culture and products. Look whether they are financially sound. It is also important to see whether you can find out something about the person who will interview you.

4. Be tech savvy: Computer skills are becoming more and more important with each passing day. Your target should be to become an expert with using technology to your advantage. Brush up your MS office Skills and for people in marketing, learn about digital marketing. You can showcase these in your resume and Interview which will again help you stand out.

5. Clean up your social media accounts: Many people now-a-days are stalked by the HR department on social media. Be careful at all times what you post and what it conveys. Keep all your accounts clean of any objectionable comments.

6. Lead the interview: You might not know it but there is always a way to lead the interview. Answer questions in such a way so that the interviewer is curious to ask the next question on the same subject. There are times when you might be asked about your experience on some project or elaborate on your achievements. You can lead these questions to areas that you are most comfortable discussing. This way, you can put your best foot forward and impress the interviewer(s).

7. Ask insightful questions – Many interviewers give you an opportunity to ask questions at the end of the interview. You could do some preparation for this also. Ask insightful questions about the role and the organisation. Also, try to judge from their response whether they are favourable towards your candidature or against.

Lastly, always be well dressed, relaxed and confident. These characteristics show through and add to your personality.

The author is Associate Professor, Organisational Behaviour and Human Resource Management, Great Lakes Institute of Management, Gurgaon

To read the article online [click here](#)