

## **SSL ASSIGNMENT NO. 10**

### **(Mock interviews)**

#### ***1. How one should prepare for HR interview – dress code, gesture, body language etc.***

Roll No : 23361

Date :    /    /2022

#### **Introduction**

In today's global scenario, students, aspirants, and practitioners must not only improve their communication skills but also adopt a smart approach to interviews. Many multinational corporations pick candidates through a selection process that involves facing multiple interviewers on a one-on-one basis.

A candidate's dressing sense and body language, qualifications, education, skills, and experience, significantly impact the panel of interviewers' consideration of a candidate.

#### **Dress Code**

##### **Formal Attire and Grooming**

Dressing smart is as important as speaking smart, so don't forget to sport a "clean look" on the day of the interview. It certainly conveys confidence and professionalism to potential employers. Every well-dressed candidate feels confident. The appearance and attire of an applicant play a vital role in the application process. Here are some noteworthy tips for both men and women.

##### **For men:**

##### ***Attire:***

- Formal, neatly tucked-in shirt or business suit.
- The shirt should be light-toned and not too fancy so as to give a professional and clean look.
- Ensure that there are no missing buttons, attached ribbons, or labels.
- Perfectly fitted trousers should be comfortable and formal.
- A belt and a tie that will complement your attire is a plus.
- Shoes should be formal and in good condition—brown or black in color and neatly polished.

- All clothes should be clean and properly ironed.

### ***Grooming:***

- Have a clean-shaven look, some aftershave is permissible.
- Decent, professional-looking haircut.
- Hands should be well sanitized.
- Short, neatly trimmed fingernails.
- Fresh breath (take a couple of mints).
- Mild deodorant is suitable.

### **For women:**

### ***Attire:***

- Salwar kameez/saree/skirt and a shirt that is at least knee-length.
- You can also go for a formal suit and professional-looking western wear.
- Shoes or sandals intended for formal occasions.
- Jewelry should not be too flashy. Wristwatches, rings, and stud earrings are fine.
- Clothing need not be expensive, shiny, new, or fashionable, but neat and clean.

### ***Grooming:***

- Light or minimum amount of makeup.
- Few sprays of perfume.
- Clean, manicured nails.
- Hair should be tied in a low bun or pinned away from the face. Should not look messy.
- Fresh breath (take a couple of mints).

## **Body Language**

The term "body language" includes mannerisms, gestures, and general demeanors like orientation and eye contact to convey meaning and establish a proper channel for effective communication. It is especially useful during an interview, as interviewers pay equal attention to nonverbal cues as the candidate speaks.

### **Proper Eye contact**

1. When you are seated, choose an ideal position to make eye contact. It is the best way to show that you are actually paying attention.
2. To build intimacy and trust with the interviewer, it is essential to nod, acknowledge and take into consideration their position.
3. In a group interview, it is advisable to occasionally look at the other interviewers to monitor their responses.

### **Maintain An Ideal Posture**

1. A careless posture indicates indifference and a lack of enthusiasm. Relax and lean forward slightly to show interest and presence.
2. Sit straight, and look attentive.
3. Sitting on the edge of a chair can make you tense. Instead, crossing your ankles or placing your feet on the floor will help you look confident and professional during the interview.

### **Making a Proper Exit**

1. Thank the speakers at the end of the interview. Your body language and smile should indicate that you had a good time.
2. When you leave the room, be sure to take your documents with you and close the door behind you.
3. No matter how you think the interview went, make sure the exit is as strong as the entrance. We are often our harshest critics, and succumbing to laziness or expressing frustration will serve you no purpose.

### **Conclusion**

Dress Code and Body Language are both essential parts of the employment process. Companies have high expectations of candidates to cope in an extremely competitive world. The purpose of the dress code is not to draw attention to the dress, but to the appearance of the person and the education of the candidate.

## **2. Questions that are generally asked in a HR interview and their expected answers**

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### **1. Tell me about yourself.**

→I am an energetic person, an effective communicator, and a quick learner. I was also one of the top students in my batch while I was pursuing a B.E degree in the ML domain. I worked on various projects related to the software domain which provided me a great deal of technical exposure along with the importance of working in a team and the value of client satisfaction. I have worked on developing various enterprise-level web applications for helping companies solve problems like ensuring business continuity, market research analysis, etc. So, I believe I am a good fit for technology-centric roles in your company

### **2. Why do you want to work for our company?**

→I feel that with my current skill sets and my experience in the ML domain, the job requirements this role presented are a perfect match for me. I could visualize myself in that role as it aligned with my career aspirations, skills, and expertise. Besides, I have researched your company and found that it has impressive and promising projections which made me excited to be a part of the amazing future. I would take pride in working under the great leadership of this company and I found this place to be a perfect fit for utilizing my expertise along with the promising aspect of personal growth.

### **3. What are your greatest strengths and weaknesses?**

→I think one of my greatest strengths is that I am a great team player. I am also a self-motivated and quick learning individual. Whatever task that I set to do, I always give my best and complete it diligently well in advance. My weakness would be that I am learning to master people skills while meeting new individuals. I get nervous while talking to new people. I have been working on this for quite a long time and I can say with utmost confidence that I have come a long way.

### **4. Why are you looking for a change?**

→The reason I am looking for change is that I feel like now is the time to expand my horizon. I have worked in my current company for quite a long time and while I am

grateful for all the opportunities that were presented to me there, I want to go beyond my current role here, explore different avenues and take up challenging roles and I believe that your company will be the perfect place for me to push and grow myself as an individual.

**5. How would you rate yourself on a scale of 1 to 10?**

→I would like to rate myself an 8.5 because I know that I am not perfect and there is always a scope for learning and improvement. Continuous learning is the most fundamental part of personal and professional growth.

**6. Why should we hire you?**

→I am a self-motivated and very open-minded person who can learn very fast. Looking at the job description and my experience in the field of web development, I am confident that I am very much suitable for this role. I enjoy solving problems and I am a great team player. I also believe that my values are aligned with this company's values. I think this position will support my interest and also give me interesting and exciting opportunities to contribute to the growth of this organization. I am very much excited about this opportunity.