

Assignment No : 10(A)

Mock interviews

Part A : How one should prepare for HR interview – dress code, gesture, body language etc.

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 & gestures:

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.

Good Etiquette and Essential Tips

1. Your attitude and mindset must be passionate, positive, proactive, and receptive enough for the team and interviewers to take you seriously.
2. Your body language should convey confidence, openness, trustworthiness, and a sense of pragmatism.

3. Positive examples of body language in the interview include leaning slightly forward to show enthusiasm and nodding when necessary, especially when the interviewer makes important points.

Making An Effective Entrance

1. It's natural to be anxious when entering an interview room, but it's important to enter with an upright but relaxed posture; practice at home in front of a mirror or camera.
2. Obviously, before appearing for the interview, you should be well-hydrated and rested with no illnesses or weaknesses.
3. You are passionate about yourself and your job, and you can convey your honesty and dedication to your potential employer through a firm and confident handshake.
4. While introducing yourself, be positive and confident. Take this opportunity to sound warm and welcoming.
5. Take care not to stand too close or too far apart from the panel.

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.

Check Your Tone

1. Do not rush and answer irrationally. Be mindful of your tone and language while answering the questions.
2. Make sure you are being formal, humble, and polite. Speak slowly and clearly.
3. Your voice must be well modulated with clear intonation and pronunciation.

4. Never try to be overconfident and interrupt the interviewer.

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.
4. Avoid leaning back on the chair too much as it shows that you are bored or do not fully wish to participate in the conversation.

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.