



Interview Etiquette Tips



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Do not skip any job opportunity once you are the part of the Career Services

Not participating in the job opportunities provided by the team may result in you not securing a job within the committed time, and we will not be held responsible for such an outcome. It may take more time to grab a good job.

We strongly recommend that you attend all the drives conducted for you, and we will ensure that the drives align with the correct domain.

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**If you are not interested in the job description/Initial call,
DO NOT ATTEND INTERVIEW**

If you find that the job description does not align with your interests, kindly let us know either after the initial call or upon reviewing the job description. **Attending the interview and then later denying the interview process or informing interviewer that you are not interested is strictly prohibited.** This creates a negative impact on the recruiter which may result rejection of the complete batch of students by Intellipaate. **Hence, you will be moved out of the placement pool.**

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Avoiding Salary and Notice Period negotiation in the Initial Interview Round

Generally, it is recommended to refrain from discussing specific salary demands in the initial stages of the interview process. The first round is typically focused on establishing rapport, assessing qualifications, and understanding the role and company.

Continuing the conversation, if you come across the question of salary, don't hesitate to inquire about a salary that aligns with industry standards. Additionally, when it comes to notice periods, it is advisable to state a negotiable notice period.

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Embracing PAN India Opportunities

By limiting yourself to a specific region and not being open to PAN India opportunities, you restrict the available job opportunities. This can decrease the chances of finding a suitable position quickly, as the job market may be more competitive or limited in your preferred region. **It may take longer than the commitment we made to get you a job.**

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Answering unknown calls promptly and professionally once in the Career Services

When you are in the Career Services, it is crucial not to miss any unknown calls. The caller on the other end could potentially be an HR representative or a hiring manager reaching out to discuss a job opportunity or move your application forward.

Setting up an Optimal Environment for Video Interviews

Having a proper system, webcam, and reliable internet connection is crucial to avoid interruptions during interviews and prevent disqualification. It is essential to take proactive steps to ensure that technical issues do not hinder your interview performance.

Experiencing disqualification in more than two interviews could potentially result in not securing a job within the committed time frame, and we want to emphasize that we will not be held responsible for such outcomes.

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Maintaining Professional Ethics in Communication with Hiring Managers and Team

Maintaining professional ethics in communication with hiring managers/Career Service team is vital as it establishes a positive impression, builds strong relationships, reflects your character and values, enhances your professional reputation, and ensures fair treatment in the hiring process.

Importance of Familiarity with the Content of Your Resume

Being familiar with the content of your resume is crucial for a successful job search. It provides confidence during interviews, ensures accuracy and consistency in your information, allows you to tailor your responses to specific job requirements, helps you handle interview questions effectively, and demonstrates your expertise and suitability for the role.

Commitment and Preparedness: The Importance of Honoring Interview Schedules

Honoring scheduled interviews demonstrates your commitment and professionalism as a candidate. Repeatedly rescheduling interviews more than two times may create the impression that you are not fully committed to seizing this opportunity. Consistently receiving negative feedback from HR due to these rescheduling incidents could necessitate us to take appropriate actions to address the situation

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Addressing Resume Gaps with Genuine and Thoughtful Explanations

When explaining career gaps to a recruiter, it's important to focus on the usefulness of those periods for the new role. Emphasize how you utilized the gaps to acquire relevant skills, expand industry knowledge, or pursue projects aligned with the position. **By demonstrating how your career gaps contribute to your readiness and suitability for the role, you showcase adaptability, continuous learning, and a strong commitment to professional growth, which can positively impact the recruiter's perception of your candidacy.**

Bridging Past Experience with the Demands of the New Role

Bridge your past experience with the demands of the new role by identifying relevant skills and accomplishments. **Highlight transferable skills that align with the job requirements and showcase how your previous experience has prepared you for the challenges ahead.** This approach demonstrates your ability to adapt, leverage your strengths, and contribute value in the new role.

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Stay Active and Proactive

Please continue to actively apply for new roles on your end and avoid remaining idle. Sitting idle may convey a lack of interest in securing a job at the peak time, and such candidates have lesser chances of getting selected for the job opportunities we provide.

Our Role in Your Job Journey and Your Responsibility After Joining

We take responsibility for assisting you in obtaining a job. However, once you have joined the company, neither we nor the company have any control over your actions or performance. Your success and integration into the company culture solely depend on your performance and adaptability. We encourage you to seize the opportunities and make the most of your skills and abilities to thrive in your new role.



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