

Student's Manual

Session 2 – Door to door & Professional Grooming

Duration - 2 hrs.

Date – 2nd Dec to 7th Dec 2024, Mon to Wed

Timing: 11 to 1 pm and 2 to 4pm

BACK GROUND TO THE WORKSHOP

What matters more the moment you enter the Interview Hall is how do you look and how confident are you to face the recruiter. Therefore, it's recommended to stay confident about your entry and exit and Appearance.

Hence, the Objectives of the workshop is:

- To ensure that students create a lasting appearance through their entry, exit and appearance

Door to Door (Entry to Exit in an Interview)

Step by step process – Door to Door

- Carry a leather folder or quality plastic folder for the interview.
- Carry 2 pieces of resume, a Working Pen
- Hold the folder properly. Boys holding the folder down on the left-hand side and girls holding up on the left-hand side (recommended).
- Knock the door, semi open the door, and take permission before entering the interview hall (Avoid Peeping), and do not forget to close the door. Close the door without showing your back to the audience
- After reaching near the interviewer, do greet him mindfully (Avoid standing close to the chair, as many tend to hold and play with the chair while greeting)
- Wait for his/her permission to sit on the chair. In case he/she does not permit, you may ask politely for the permission.
- Avoid sitting close to the table of the interviewer, pull the chair and sit at least one & a half feet away from the table.
- Avoid dragging the chair as sometimes it makes noise which is to be strictly avoided.
- Keep the folder on your lap, not on the table. Boys sit on chair with legs open matching the hip size and legs should stay outside of the outer edge of the chair. And girls sit with legs closed
- Sit straight on the chair with the support of the backrest
- If asked for resume, hand over the resume in two hands (Avoid handing over the entire folder). Stand and hand over the resume in two hands if the interviewer is sitting at a distance.
- Do maintain eye contact with the interviewer while answering
- Attentively listen to his / her questions and respond in a calm manner.
- Politely say "I'm not sure" when you have no idea about the question instead of looking here and there.
- Once the interview is over, stand up and place the chair to its earlier position.
- Say THANK YOU cheerfully before exit, take two steps backward and then turn towards the exit door.

NOTE : Students are recommended to follow and practically perform each and every step minutely to have a lasting impact in the interviews

PROFESSIONAL ATTIRE & GROOMING

HEAD to TOE (BOYS)

- Hair: Should have a presentable haircut. Avoid bird nest.
- Beard: Trimmed beard is recommended. Avoid following trending beard like Virat Kohli
- Shirts: Men can wear a plain light-colored formal shirt or a one with micro checks. White, off white, pale, blue shirts are preferred. Try and avoid broad or thick striped and also checkered shirts. Shirt should be tucked-in. Avoid Funky or casual shirts
- Trousers: The trouser should be plain and of dark shade. Trousers could be with or without pleats. Both are acceptable. Choose a dark-colored trouser, preferably in black, or grey color. You can experiment with the fit of the trouser with a slim, medium, or regular fit. Prefer a plain trouser over a printed one.
- Tie: To play it safe, choose a traditional silk tie. No loud colors or patterns. The tie should be simple, conservative and not too flashy. It should match or be in contrast to the color of your shirt or the suit. It is wise to avoid ties with images and designer logos. Your tie should co-ordinate with your attire. The knot should be a perfect triangle. The bottom of the tie should touch the edge of the buckle
- Belt: Wear only formal belts with a sleek buckle. As thumb rule, match your belt to your shoes.
- Wrist watch: Avoid Smart watch, if wearing, then switch it off. Fancy watches to be avoided. It's best to choose a timepiece that is simple, streamlined and classic. Anything too flashy or gaudy will distract the interviewer. You should also avoid sport watches or those with fabric straps, as they may seem too casual for a professional setting
- Bracelet: Avoid wearing metal rings and bracelets during Interview.
- Suits and blazers: You can also opt for a formal suit or simply throw on a blazer over a light or solid colored shirt. For suits and blazers, it is best to go for colors like black, navy blue, dark grey, dark brown, etc.
- Socks: Choose a color that coordinates with your trousers (usually black, dark gray, dark brown or dark blue). Make sure they are long enough not to expose your skin when you are seated. As a thumb rule, do not wear white socks.
- Shoes: Wear a good pair of leather shoes- black and brown/tan shoes. Shoes must be neatly polished. Do not wear shoes that look casual. Also, do not wear shoes with worn out heels.
- Belts/Girdles: Wear only formal belts with a sleek buckle. As thumb rule match your belt to your shoes.
- Watches: Preferably wear leather strapped watches. If you wear a metal strapped watch, make sure that it fits the wrist well. If you have a smartwatch, make sure it's silenced or switched off before you go in as it can cause distraction.
- Perfume: To be avoided as many have allergy to this during Interview
- Deodorant: Preferred over Perfume

HEAD to TOE (GIRLS)

In India, women are often in a dilemma when it comes to dressing for an interview. The reason is they cannot decide whether to opt for western outfits or the traditional Indian formals. And since most of the companies hiring in India allow both of them, it is suggested to choose that style of dressing in which you feel comfortable.

- **Indian Formals:** If you opt for Indian formals, use a plain cotton salwar kameez/churidar with a plain dupatta. Avoid low-cut necklines. Don't go for very colorful clothes.
- **Western Formals:** When choosing western formals, use a plain light-colored Shirt with a formal trouser or skirt of conservative length, up to the knee, preferably dark shades for the trouser. In winters, a blazer or a conservative suit could be used. Preferably choose small prints. Avoid plunging necklines, sleeveless and tight-fitting clothes
- **Shoes/Sandals:** Shoes with 1 ½ - inch heels are standard. You may wear a pair with smaller heels or a flat pair. Stick to a black/brown pair. Kindly ensure your shoes are polished and that your heels are intact. Do not wear colorful sandals. Avoid heels and sandals with bling. Avoid white colour sandals as they get dirty easily.
- **Bags/Vanity:** Apart from your working bag if you are carrying an additional bag, preferably, carry a black or a brown one.
- **Accessories:**
 - **Ear-rings:** Wear studs or small rings. Do not wear hoops or dangling earrings.
 - **Bracelets/Bangles:** You may wear either a bracelet or a bangle. Avoid chunky bracelets or too many bangles.
 - **Rings:** Keep them simple and not chunky or the ones that do not catch the eyes easily.
 - **Chains:** You may wear thin chains with small lockets.
 - **Wrist watch:** Avoid Smart watch, if wearing, then switch it off. Fancy watches to be avoided
 - **Lipstick:** Use a neutral lipstick shade. The lipstick shades that match your natural lip color are the best for interviews. Rose, brown, coral, or neutral tones are good options to finish your job interview makeup. Don't use a lip color that's too dark or bright. It may appear too edgy and distracting.

PERSONAL HYGIENE (Boys and Girls)

- Use comfortable cotton clothes
 - Get your clothes cleaned and ready a day before the interview
 - Before going for an interview, ensure that you have all the required clothes.
 - Nails and teeth should be neat and clean
 - Hair should not be too long; beard should be properly trimmed and kept. (Men)
 - Do groom your hair, long hair can be pulled back into a low bun. Ensure it doesn't fall over the face while interacting.
- Avoid color streaks for hair. (Women)
- Shoes should be polished
 - Take care of your body-odor. Use a talcum/deodorant after your bath, however ensure not to overdo it
 - Try not to wear sneakers, noisy shoes, or very high heels for an interview
 - Never bring chewing gum, coffee, soda, iPod etc. to the interview.
 - Wear a smile on your face.
 - Ensure you carry a handkerchief.