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Interview tips

Before the interview

Prior to the interview, you must plan and prepare on all counts - from confirmation of your participation on the appointed day to the last moment arrangements for variedly observed syndromes like feeling anxious, parched throat etc. Following tips can be highly useful while preparing for an interview:

- Confirm your participation through letter, telegram, or other means. In case you are unable to attend, you must inform & request for an alternative date.
- Know the organisational background fully. There may be certain questions in your mind about the organisation. List them out and also note down the phone numbers of the people to be contacted.
- Check out the location of interview the previous day, if possible.
- Keep 3-4 copies of your CV.
- Carry the originals of your mark sheets/testimonials etc. with a spare set of photo-copies.
- Carry 3-4 passport size photographs (preferably the latest).
- Ensure that all these documents are in the same sequence as indicated in the CV so that you can quickly produce the ones asked for. Place the relevant documents in a separate folder/file in a sequential manner, ensuring that it does not have any loose papers hanging out. In case it is too bulky you can consider putting the papers in more than one file/folder.
- Be well-groomed. Dress in clean, comfortable and well-ironed clothes, with shoes polished.
- Reach the venue at least 30 minutes in advance of the time indicated. Take a quick look around the place (for example, location of toilet, water cooler etc.).
- Register your arrival formally, especially, when large numbers are called. Be prepared for more than one round of interviews as well as for some personality tests.

- Some symptoms variedly observed in the waiting moments - parched throat, need to visit the toilet, feeling anxious by the large number of applicants, feeling uncomfortable in the environment etc. Carry a couple of lozenges/sweets etc.
- Sip water slowly.
- Do not over-eat before an interview. This may cause clumsiness and nervousness. Eat moderately.

On the D-day:

Following things must be kept in mind on the D-day:

- Knock at the door lightly & walk in at a comfortable pace.
- Wish the members of the interview panel as per the time of the day.
- Take the seat after being signaled to do so.
- If carrying any handbag or briefcase put it on the floor beside you.
- Carry the relevant papers in a separate folder as indicated above.
- Your choice of language during the interview should be based on the language used by the panel members.
- Settle yourself comfortably in the place indicated. At times one feels at a loss as to what to do with one's hands and/or legs, especially when they are not hidden under a table. Adopt a comfortable posture without reclining too much or settling down at the front edge of the chair which may again be with or without arm-rests.
- More than one person may address you during the interview. While replying you should balance your eye-contact, in a manner that you do not avoid looking at all of them, and at the same time not focussing attention on the only person being responded to.
- Although it is true that you have to first listen to the question asked, understand it and then reply, yet you must try to avoid frequent pauses. In case you do not have the answer, it shall be better to say so in a polite manner.
- Often the applicant is asked to pose any query he has in his mind. Some knowledge of the organisational background will help here.

- Do not be too apologetic in case you are not able to answer a particular question. Yet at the same time avoid bluffing your way through.
- After the interview is over you can get up collecting your documents and saying, Thanks. You should neither be too slow nor too rushed.

After the interview

- Fill in the claim form for reimbursement of fare etc., if required.
- Politely enquire about the tentative time interval for the announcement of result.
- Remember, you are the best judge of whatever is going on inside you. You have the freedom to examine the feedback that people give in the context of your own understanding of your behaviour & take appropriate action. Do not readily accept everything said about you; and at the same time do not reject feedback as unjust criticism.
- It is often said that failures are the stepping-stones to success; do not give up. Success is failure turned inside out.

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