



Interview Guidelines

Following are the practices that if followed have a positive impact on interviewer and increases likelihood of getting job

- 1) **Reach Interview Venue On/Before Time** – This gives an impression that candidate takes instructions seriously. Candidate is punctual and also values time of interview panel/interviewer.
- 2) **Dress Appropriately** – Only wearing formal suit does not mean that it will give positive impression, dressing with respect to the type of position you are being interviewed, venue where you will be interviewed also matters. So it is recommended that applicant chooses dress code appropriately.
- 3) **Research** – It is recommended that applicant does some research about the department/organization that has called him/her for interview. Knowing about job description/role is an added plus.
- 4) **Be Prepared** – Some of the questions are usually asked in all interviews like introduce yourself, tell us about your achievements/strengths/weaknesses etc. it is recommended that interviewee should prepare answers to these questions. Giving precise answer to these questions shows that employee has done self-analysis and will be able to analyze problems also as and when arrived.
- 5) **Emphasize on Strengths** – Interviewee also has the ability to drive the interview in a way that interviewer starts discussing the domain in which interviewee is an expert. Once discussion regarding interviewee's expert domain begins, ball is in applicant's court and that opportunity is to be encashed effectively by the applicant.
- 6) **Show Interest** – At conclusion of interview ask panelists to let you ask some questions. Be proactive in asking about Job and supervisor's expectations, company's culture, growth opportunities. These questions actually count as employer gauge keenness of applicant for joining their organization. It also enables applicant to get clear idea of expectations and enable them to make right decision about job offer.
- 7) **Avoid Overselling and Overconfidence** – There is a fine line between showing interest in the current position and overselling your skills for a particular job. It is recommended that applicant does not make unrealistic promises as this might pay back negatively while employee gets the job and fails to deliver.