

How to make our Job Interview Effective & Efficiently

When you attend for an interview, you should answer questions in a way which is acceptable to an interviewer, but not necessarily right to the interviewer.

There are number of ways to calm those interview nerves, be prepared & get ready to make the right impression.

What Happens before interview, what are your general feelings????

- 1.) **Tension:** - I don't know what going to happen. (Pata Nahi Kya Hoga?)
- 2.) **Cross Thought:** - I'll manage any how but If I am not selected ? (Ok forget it, jo hoga dekha jayega)
- 3.) **Depression:** -Uff so many candidates where do I stand? (Ghabraahat ho rahi hai.)

Reasons :- You feel that you have prepared a lot, practiced throughout but the panel may ask you questions that you don't know.

So, **Stop thinking like this & get yourself out from this mess of 3 conditions & thoughts.**

What do they check ?

- **Commitment:-** your attitude is pure commitment full
- **Knowledge :-** You may be good as per your mark sheet& also at time of written examination, but what do you have outside the book ? ??? They check about your in dept knowledge.
- **Thinking Ability :-** Do you have a logical thinking or you speak out this way or that way.
- **Presence of Mind :-** Put light on your quick thinking, confidence & 'Razor sharp brain' work , say "Intelligence.
- **Other Areas :-** You can be tested in areas like your hobbies, Extra curricular Activities. They check your - Honest -> (Whether you are true & honest in answering or simply trying out to fool the panel.
- **Strengths or your S.O.P :-** Statement of purpose.
- **Weakness :-** They want to know your weakness, but remember its not an awkward question, nobody is perfect yet you can speak your weakness, but do not highlight them.

Basically there are **3 stages of Interview.**

PRE INTERVIEW	CORE STAGE		POST INTERVIEW
1. DOCUMENTS	1. PUNCHULATY	6. Body Language	
2. DRESS	2.APPEARANCE	7. Be Prepared	1. FOLLOW UP
3. COMPANY INFO	3. WAITING HALL	8. LEAVING THE PLACE	2.EVALUATION
4. MOCK SESSION	4. INTERVIEW HANDLING		
5. SWOT OF SELF	5. Entering the interview room		

(Carry soft copy of documents, keep mailing your documents)

PRE INTERVIEW Stage :-

1.) Documents :-

- a.) 4 Passport size photographs
- b.) Latest Updated resume.
- c.) A copy of Invitation Interview Mail.
- d.) Xerox copy of documents should be kept in mail after scanning.
- e.) 5 Sets of all documents should be maintained with you.

2.) Personality & personal Grooming

Personality plays most important role when it comes of interacting with people & being successful in the corporate world. Making “First” Impression by improving your overall personality (60% of body language & 25% verbal tone, 15% verbal content forms the first impression about a person.)

- a.) Personal Grooming
- b.) Dress Up & Make up

Personal Grooming :- Good grooming starts before you put on your clothing.

- Select a modest suit to wear.
- Taking care of your hair, skin, face, hands & your total body.
- This shall boost your morale & help increase your self-esteem leading to confidence—the most important asset to face an interview.
- Take Bath & shower daily, Wash your face at least twice a day.
- Brush & Floss daily, Use mouth wash or Mouth freshener.
- Drink Plenty of water to keep you inside clean.
- Manicured Nails & Keep your hands moisturized.

Dress Up & Make-Up:- Observe your personality, Keep in your mind, What suits you more.

- Wear a clean, ironed suit with plain coloured (Light & white coloured long sleeve shirts.) with conservative (or dark coloured) trousers.
- Tie or scarf should be wear.
- Do wear buttoned shirts, leaving only one or two buttons open at most, not showing chest.
- Wear Black & Brown Moderate Shoes with dark socks.
- Don't wear dress if its too loose or too tight.
- Make sure your hair is well groomed & neat.
- Don't overdo makeup, after shave or perfumes.
- Limit your jewellery (Just Wear a Watch, rings not more than two rings, Don't wear chains or body piercing.)
- Bring a file, Pen & Note pad.
- Your Toes should not be visible in a formal dress.
- Don't use gel or wet looks.
- Hair colour should be matched with your natural hair colours.

3.) Company Information :- Do your home work first one day before the interview, Go through the website of company & Gather Information to show your great interest in that particular job.

- Know the background of the company applied for.

- Know that what makes you to apply for the required/same job, the reason, the causes & Everything.
 - Read about the branches, C.E.O, General Manager, Director, Special Features, Areas covered by it, origination of company and all.
E.g AMUL ->Anand Milk Union Ltd. etc
- 4.) **Do Your Self SWOT:-** Its very important to know that what you 'have' & what you 'need' to improve in 'which' particular manner. So to know about all these you must have to do your SWOT (Strength, Weakness, Opportunity& threats) Analysis on a paper.
- 5.) **Mock Session:** - Do some Rehearsal Sessions with your friends & family. Have as many questions as possible with you. Enjoy by learning.