



Interview Preparation

What kind of interviews can you expect?

1. **Telephone** – May be the first point of contact with line manger /HR in order to eliminate candidates on basic essential criteria. Will potentially judge communication skills, awareness of role, company etc. Successful candidates will be invited for a face to face interview
2. **Video** – Typically through Skype / Facetime. Very popular form when applying for jobs out of the city
3. **One to One** – Face to face encounter with interviewer
4. **Panel interview** – Similar to one to one, except that 2 or more individuals – often from different parts of the organisation will interview you together
5. **Group** – Multiple candidates are screened together. Asked questions in turns or made to jointly discuss particular topics.
6. **Assessment Centres** – Typical for jobs that require technical competency. Includes written tests, presentations, role-play, & software tests etc. Idea is to judge competency in real work situations.

How to make a good impression?

1. Dress for success

- Your attire should be appropriate & well-fitting but must not take centre stage
- As a matter of respect, always dress one – two levels higher. For eg. An analyst may not be required to wear a suit daily to work but the candidate must wear one for the interview
- Be suited (with tie) even though the job description may say business casuals.
- Conservative colours are appreciated (Navy, Dark, Black & Grey). Avoid trendy extremes
- Professional accessories are fine, no big jewellery, arm bands, loud belts / wallets
- Focus on hygiene – clean nails, well kept hair, no excessive perfumes or make up
- Formal shoes are a must, no sneakers, flip-flops, open footwear

2. Punctuality

- Always look up the address the night before the meeting. Make sure to go to the right office / branch location. Feel free to send an email to the company in-case you are uncertain of where to go
- Arrive 5 – 10 minutes prior to the interview. Interview timeliness is an indication of job timeliness
- Please account for delays for security checks, preparation of visitors pass, parking & elevator rides

3. Handshakes

- Always stand & greet the interviewer with a handshake when you first see him
- The handshake should be firm, not crushing. Avoid clammy, sweaty hands
- Handshakes are not only about the pressure, duration is important too. Avoid the reluctant release (too long) as well as the brief bump (too short)
- Make sure you don't shake his hand half heartedly – you may come across floppy & non-committal

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4. Body Language

- Remember that your body language speaks a lot about your personality. 80% of all communication is non verbal
- Sit on the chair opposite to the interviewer. Sit upright with your back straight. Avoid drooping in your chair. Make adjustments to the height if required but do not lean back, rock or rotate the chair
- Make sure you do not place your phone (switched off) & your wallet on the table. Always carry a folder with the required documents along with a note pad & a pen.
- Ask the interviewer permission to take notes while he is speaking
- Keep eye contact while answering the questions – reflects honestly & focus. Avoid aimlessly gazing around in the room
- Most importantly – Smile when appropriate. Do not giggle or laugh

5. Conversing with the interviewer

- Always listen to what the interviewer has to say. Do not interrupt or pre-empt his questions
- When answering a question, ask questions if you need more clarity on what he is trying to ask. However, do not ask too many questions and make it look like you are avoiding the answer
- If the interviewer asks if you have any questions, this may be a good opportunity to gain an edge. Organise specific questions targeted to the company or the person. Do not give your opinion on something if it is not asked for. Avoid open ended statements and questions for which you do not have conclusive backing / evidence
- Avoid dead spaces – remember that all interviewers may not be good communicators. Be ready to pick up the conversation / ask a question if the interview seems to stall out
- End with a smile, a handshake & ask when it would be a good time to follow up

6. Preparing your references

- Do call your colleagues / faculty / and ask their permission to use them as a reference before writing their name down as a reference
- If a reference seems hesitant, thank them but do not use them as a reference as even the interviewer will see through their hesitance
- Re-confirm their co-ordinates (number + email) and prepare them to expect a call from the interviewer