**INTERVIEW TECHNIQUES**

Generally to check the skills, experience, qualification, hobbies etc., an Interview will be conducted and to select a suitable and best deserved candidate for the position in a Company who can handle the job efficiently, independently.

Remember that the interviewer (s) are of great experience. They are fully acquainted with the nature of the duty and qualities required of a candidate for the particular job. They can judge a candidate’s capabilities from his words and expressions.

In this matter, the candidate must be well prepared to give the answer briefly, point-to-point, with suitable examples so that he can impress the Interviewer; The following are few techniques which are generally observe at the time of Interview;

1. There are generally two types of interview, (a) Verbal and (b) Written.

2. Be Confident, be Bold, be Polite, be Positive while facing the interview.

3. Your fear & tension are the main drawbacks in getting the job, so try to avoid it completely.

4. Soon after receipt the Call from the Company, you should prepare/revision the relevant subject matter.

5. Inquiry about the Company’s background and to whom interview at what exact time, date & Venue.

6. One day before the interview, visit to the said Company and know the exact location and collect some information about the Company, their main business activities, about Product, Service, how many branches, their locations, how many staff working (Technical/Non- technical) , Salary range etc. complete so that, at the time of interview you will have more confident to give the appropriate reply.

7 Think that, you are going to attend the Interview but not to beg anything from the Interviewer.

8. Never claim false expressions of any hobbies or interest, actually you don’t have.

9. Don’t lie any matter at any cost, which leads to leave a bad impressions.

10. Dress smartly with combination tie, shoe (polished), cut the nails, use light scent/spray, combed well etc., Avoid strong scent/after shave lotion.

11. In case if you may have mouth-smell, then Pl. use mouth-refreshing tablets/syrup before interview. Advise not to use the onion, garlic & other food stuffs which gives smells while speaking.

12. Reach the interview location at least half-an-hour in advance.

13. Wait patiently up to your turn comes in the Waiting Hall/Room. And don’t discuss any technical/subject matter with your colleagues this will loose your confidence.

14. Enter in the Interview Hall/Room duly knocking the door. Don’t enter the room neither very hurriedly nor very slowly. Normal pace and dignified entry must characterize the candidate’s appearance before the interview board.

15. After saying usual salutation like, Good morning/Afternoon/ Evening as per the situation, give brief introduction and the reasons to come here, and don’t wait till the Interviewer to start the discussions.

16 Don’t shake hand until and unless the other side is offer first.

17. Occupy the seat quite normally - when the Interviewer requests you. And don’t forget to say him ‘Thanks’.

18. In case, if you wear a Hat or sunglasses take it off as you enter the Room/Hall.

19. Sit comfortably with more confidently and don’t keep any File, Testimonials, or Bag on the interview’s table. You should keep it down at your side.

20. Listen very attentively & carefully the question and give answer in natural & normal ways.

21. If you don’t understand the question properly, request him to repeat, tell frankly & don’t shame/hesitate here. If you don’t understand at all any question then, simply keep quite, don’t try to give false reply/information.

22. The First Impression is the Best Impression, so try to give good impression.

23. Speak in a soft but very clear tone. Your words should be well chosen. You should convey your ideas very clearly. Maintain the normal pitch and normal speed.

24. During interview, see the Interviewer’s eyes and give reply suitably.

25. The Interviewer read your body language, don’t bend so or don’t sit so comfortably freeing the legs, hands or shoulder, so be careful.

26. Keep the friendly & good atmosphere in the Room/Hall with smile face, and some-time laugh and don’t so close with the Interviewers, otherwise bad impression count.

27. Your every moments will be checked by the Interviewer.

28. Don’t complain against previous Employer/Co. at any stage, which give a negative thought on the Interviewer.

29. Some-times the Interviewer ask about why you leave the previous Co. what are the main reasons etc., so give appropriate and correct answers like; for bright prospectus or good working atmosphere etc., Never say, salary not in time, not good Company, this will give again the negative points.

30. Apart from the subject matter, they may ask other general & social questions, so give the right answer.

31. Don’t keep any kind of mental tension while facing the interview, which leads to fail the interview.

32. Some-times, they may ask personal and general questions at a time, to confuse the candidate, so listen carefully and give one-by-one answer, & don’t loose your temper.

33. Advise to Rehearsal for Interview with your Master or friend, so that confidant will come and can face the interview in perfect manners.

34. Don’t ask any questions/quarries until and unless you have been requested.

35. Don’t ask first about the salary/package and other service benefits etc.,

36. Memorize all the passing dates of Qualifications & Experience, sometimes they may ask, what you have mentioned in the CV.

37. Don’t play with the items place before the Interview’s table.

38. Don’t change your seating directions frequently; this will loose attention of the Interviewers.

39. Don’t blame your Fate, Fortune or your family background or financial matters; this will count another negative point on your part.

40. After Interview finished, leave the premises immediately, and leave a impression that, you have to attend another interview at another place.

41. Try to cover your weakness through the presentation of other achievements.

42. Develop your personality to suit the post for which you have applied.

**GENERAL INFORMATION:**

- Until and unless you have not prepared well, you are unable to face the Interview.
- At any stage, don’t fear, be confident in you, be polite, be positive this will leads to success the interview.
- In fact there are number of opportunities in the Market for the right, deserved, well qualified, talent, energetic, well experience candidate only.
- Communication is the only way of \_expression your skills & talent.
- To get any success, definitely there should be hard work with more concentrations, and proper preparations.
- Success is sure and definite for those who himself check their negative points and changed into positive attitudes.
- Dear, if you can't change your attitudes then no one can help you and you never succeed in your Career/Life. Pl. accept the facts.
- Wishing all the Best in your Career.
- You may please add some relevant information to this text to complete the information in all respect.

**VERY IMPORTANT**

DON’T FORGET TO PRAY TO GOD TO GET YOU SUCCESS, if you are not successful,

Don’t feel heart because GOD has kept some good opportunity for you somewhere else

**A**fter years of conducting telephonic interviews -- and even appearing for some -- I have realised that many candidates miss major opportunities due to some minor slip-ups during interviews.

More so when the interview is telephonic, and you can't see the interviewer.

Here's help on how to ace those telephone interviews.

**Be punctual**

If you have agreed to an interview at 4 pm at one or more numbers, ensure you are ready and have access to those numbers by 3.45 pm.

If you are unavailable for any reason, the interviewer has to contact you again after a few minutes. The number of times they are willing to do this will depend on the interview panel. Some may be lenient enough to try your line three or four times to give you another chance. Others may not be so lenient.

Even if they are lenient, the damage is already done. The interviewer' s first impression of you is of an unpunctual person. Don't lose out on this simple way to impress. Be punctual.

Also, if you realise even an hour or half-an-hour before the interview that you are not going to be able to make it -- whatever be the issue -- try to notify your consultant about it and get him/her to reschedule the interview.

It is far better to inform in advance rather than risk the wrath of an interview panel huddling around the phone, waiting for you.

**Speak slowly, clearly**

We all know how unreliable phone lines and mobile networks are. The line may disconnect, the voice may break or the disturbance may make it impossible to converse. Most of these are unavoidable and beyond our control, but to maximise the effect of your answers, it is best that you speak slowly and enunciate each syllable.

If you have a tendency to talk the way a 27-year old software developer from Bangalore told me the other day, 'MynameisArvindandI amaJavaSwingExpe rt' -- that is, in a way such that words fuse into each other, it's time to curb that habit.

This applies to a face-to-face interview as well. Practise by reading the newspaper aloud to friends or family and get their feedback. Try recording your newspaper-reading session and play them back. An added advantage of doing this -- you will be updated on current affairs.

**Know when to stop talking**

Often, people have a tendency to ramble on when asked even a simple question such as what are you working on currently. A 30-something software developer from Chennai once lectured me on the myriad aspects of his project for approximately 25 minutes, during which I couldn't even get a word in edgewise.

For any questions, if you feel the answer can turn potentially as long as a politician's lecture, you're in trouble. Be succinct, summarise, and provide only the significant points in your answer. By significant, I mean points that will highlight your knowledge and your role in the project.

Don't be uncomfortable about the silence once you have finished an answer. Many people tend to fill in awkward pauses in the conversation by digressing from the main topic or just repeating the same points. Avoid this. Get comfortable with the silence. Anyway, it will only last a few seconds until your interviewer comes back at you with the next question.

**Don't be too brief**

At the other end of the spectrum are people who give answers that are too brief.

Let me cite an example. I was recruiting .Net developers, and asked a 28-year old programmer about a particular project in her resume. Her curt reply was 'It is an ASP.NET project'. The answer might be 100 per cent correct, but it is also 100 per cent incomplete.

You don't have to give a rundown of every technology used in the project, but an overview of the project and its salient features would be handy.

**Be prepared**

It is likely that at the culmination of the interview the panel might ask if you have any questions for them. If you truly have none, say so. But at this point the safe and good questions to ask the interviewer are:

* What kind of role are you hiring for?
* What kind of work would you have for my skills?
* What is the career path followed by this work profile?

It is not a good idea at this point to casually enquire -- like a 32-year old software engineer from Delhi did --  'So, what does your company do?'

Even if you have no clue what the company does, look it up on the Internet later. But flaunting your ignorance is not going to curry favour with your interviewer.

**Don't chitchat**

Resist engaging your questioner in a conversation. Don't ask him for feedback -- he cannot give it to you.

If he calls at the scheduled time but you can't give the interview at that time, don't try to reschedule the interview with him. This is not his job and will be done by the HR department. He will notify his HR who will either inform your placement consultant or talk to you directly.

I had the strangest experience of a 35-year old project leader from Mumbai telling me: 'Madam you state the time. Please you tell me when you are free. It is very boring to go through HR!'