

# Interview

## Useful Tips

### Before and During an Interview - A Few Tips

A call for an Interview is normally the final hurdle when you are trying for a job in the banking sector or for that matter in any other sector. This means that: -

You have done well in the written part.

Your qualifications and work experience have been found to be appropriate for the job.

Now is the time to present the best of your 'Body, mind and soul' that is Appearance, Expertise and the Core Values you firmly believe in.

### Tips on Preparing for the D-Day

Gather information about the bank or organization that has invited you for the interview. This will give you a clear idea about the philosophy, work environment and reputation of the company.

Read the job description carefully as to what they expect from you. Evaluate your qualifications, experience, and core competences, areas of strength and accordingly draw up a questionnaire along with your replies to the expected questions.

Brush up your communication skills.

Interviewers normally ask you to highlight your strengths and weaknesses. Strengths of course can be emphasized more easily but even the weaknesses can be presented in a positive light. For example, 'I am a little impatient with the people who are not focused enough, or non serious about the work in hand'

Go with a positive frame of mind, without worrying much about the outcome.

### Attending the Interview

Go with a smile (not a grin) on your face, with confidence and determination to succeed in your heart.

### As You Enter

Depending upon whether you are being interviewed by one person or a panel of interviewers, greet politely 'Good Morning'/Afternoon or Evening depending upon time of the day.

If there are more than one person then address them as 'Sirs/Madams' and try to encompass them all in your greeting. If there is only one lady in the panel, it is polite to greet her separately.

Most probably you will be offered a seat. Do not sit down unless you are asked to.

### Facing the Interviewers

As you sit across the interviewer(s), look confident and relaxed. In most cases the interviewers themselves will try to put you at ease. Believe that they are there to let you prove your worth and mean no harm to you.

### The Body Language

Good body language can be inculcated and practiced. Your facial expression, appearance, gestures, how you walk, talk, stand, sit, use your limbs etc. all form part of your body language.

Pay attention to the following.

Sit erect comfortably without craning your neck. Do not slouch.

Look attentive, keen and interested.

Talk clearly, maintaining a pitch that is comfortably audible to the person(s) around.

Do not get overexcited even while describing your achievements and strengths.

Listen to the queries attentively, constantly maintaining polite eye contact with the interviewers.

Nod your head to show that you are listening, interjecting appropriately with 'Yes Sir/Madam', absolutely, definitely etc.

Lean forward a little as you speak and backward as you listen.

Do not fidget, touch your face, or shake your legs.

Keep your arms either on your sides or in your lap. Do not fold your arms, as it is a sign of rudeness.

Use short simple sentences while talking.

Do not make unrealistic tall claims during the interview.

During the course of an interview someone may ask about your aspirations. Now that is a tricky situation-be cautious here and do not appear over ambitious.

Never get too arrogant or aggressive in front of the interviewers.

Even if the interview is not going as you had planned or you get negative vibes, do not show your disappointment and disinterest. Maintain your poise till the end.

Always thank the interviewers as you leave.