

## How to Face an Interview

### What is an interview?

An interview is a communication between two or more people, where one person/set of people does ask questions to the candidate desirous of getting an admission in an institute/ getting an offer of employment. This is done to ascertain if the candidate is compatible enough to get an admission/get a job role.

The person/people who conduct the interview and ask questions are called **Interviewers** and the person who is being asked those questions is the **interviewee**.

## How to Prepare?

### Before the interview –

- Browse the website of the concerned college and be aware of its inception, number of departments, about the course for which you are going to appear for the interview and other important details.
- You are the person who knows yourself the best. Recollect your thoughts, write down questions which can be asked by the interviewer and answer them.
- Prepare your introduction and rehearse.
- Prepare your CV. The institute might not have asked for this, but carrying a CV looks professional.
- Seek help from your parents/elders. Ask them to take your mock interview and take feedback from them.
- Stand in front of the mirror and watch out your expressions. It may sound silly, but it actually works!

### At the interview venue –

- Always exhibit punctuality. Plan to arrive at least a few minutes before the stipulated time.
- Plan ahead. Choose what you are going to wear. Wear your best business attire or anything else that makes you feel good and confident.
- Take a few deep breathes before you enter. Once in front of the interviewer greet him/her with a firm handshake or a polite greeting & Hand over your Resume.
- Always seek permission before entering the interview room and taking your seat. Also, greet the interviewer/interviewers before you hand over your CV to them. If there is a lady in the panel, always greet her first.
- Remember that the interviewer is responsible for asking questions. Hence, let the questions be asked by him/her. Listen carefully and comprehend the questions well before responding.
- Be careful of the language and words that you use. Pay special attention to grammar and pronunciation. Speak clearly, confidently and coherently.



- Make a note of your body language. You should appear well groomed and confident.

#### **After the interview –**

- Irrespective of how your interview went by, always thank the interviewer before leaving the room.
- Do not pester them regarding the date of declaration of the result or your chances of getting through the interview.

#### **Be on the driver's seat –**

Remember, the interviewer has not met you before. Therefore he/she would be seeing and listening to what you want him/her to see and listen. Therefore it is important that you present yourself in the best attractive way possible.

It can be made possible by the following means –

- Prepare your CV and highlight your strong points in it. It can be an internship, an appreciation, awards and recognition or any such point which you think can be values add.
- Prepare your introduction, since the interviewer does not know you, he/she would ask you to introduce yourself first and look out for cues to ask further questions. Play your cards right and highlight your strength areas. In a way, you would be directing the flow of the interview, even without the interviewer realizing this!

### **Various Interviewer Personalities**

- **Mother in law** – Would find fault with whatever you say, explain. Would not have the patience to listen to you completely, may sound irritated, angry. Might turn rude as well.

How to deal – Do not get irritated along with the interviewer. Listen patiently to what he/she has to say, maintain your calm and answer the questions in best possible manner.

- **Nitpicker** – Would try to raise an objection on minutest of the detail that he/she comes across. Would listen to you but not appear satisfied with your answers. Over analytical and critical person by nature.

How to deal – Never challenge the conclusion drawn by him/her. Respect his/her knowledge and respond to the best of your capacity.

- **Friendly Person** – Can show varied degree of friendliness ranging from making you comfortable to behaving with you like your friend and sharing jokes. Interviewees do look forward to interact with such people.



How to deal – Don't fall into the honey trap! However friendly he/she might be, their job is to draw out a conclusion on you leading to your acceptance or rejection. Respond if the interviewer is being friendly but be within the limits of formal behavior.

- **Silent Watcher** – You can expect to spot this person generally in a panel of interviewers. Would hardly ask you any question but would watch every move of yours and make notes.

How to deal – Most difficult person to deal, do not ignore him/her. If you are seated in front of the panel, even if this person is not talking to you, make eye contact with him/her while responding.

Please remember that your success or failure in an interview does not depend on the personality type of the interviewer, but on how you tackle that person.

### **Last, but not the least –**

In spite of all this preparation, there might be a few unexpected bouncers thrown at you! Do not get startled and maintain your calm. Use quick thinking and reply to those questions confidently. More than getting a right or wrong answer from you, the interviewer looks at your level of confidence and quick thinking once these questions are asked.

Therefore, stay relaxed, confident and positive.

ALL THE BEST!!

**Best Wishes**

***Univariety Team***

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