

Interview Tips

BEFORE THE INTERVIEW

- Have a good night's rest.

Come prepared.

- Research the organization's profile and background
- Understand the nature and requirements of the job you are applying for.
- Bring a copy of your updated resume to the interview.

Dress professionally.

- First impressions are very important; while over-dressing won't harm your chances of getting the job, underdressing almost certainly will.

DURING THE INTERVIEW

Relax and keep a positive mindset.

- Genuine enthusiasm and active participation is always a plus.

Pay attention to Body Language.

- Avoid being distracted by your mobile or any other electronic device. Playing with your hair, hands, pen, etc. communicates boredom or anxiety.
- Maintain straight body posture and eye contact.
- Avoid crossing your hands and keep them open at the sides.

Be honest.

- Couch your replies honestly and accurately to project a professional image which reflects your experience and qualifications.
- Answer questions in a structured manner.
- Avoid vague and misleading answers; if you don't know how to respond, ask the interviewer to rephrase the question.
- Build rapport.
- Leave a good impression; shake hands with the interviewer and thank them for the opportunity.