

GUIDE TO INTERVIEW

ETIQUETTE

- **ENTERING THE INTERVIEW ROOM : SEEK PERMISSION**
- **FOCUS ON ATTIRE & BODY LANGUAGE: FORMALS ALWAYS PREFERABLE TO LOOK PRESENTABLE**
- **GREET POLITELY YET CONFIDENTLY**
- **PLACE A CV IN FORNT OF THE PANEL, PLACE ONE COPY IN FRONT OF SELF.**
- **DO NOT CARRY A BRIEFCASE / ZIPPED FOLDER.**

RAPPORT

- **DEVELOP RAPPORT EARLY**
 - ANSWER QUESTION TO THE POINT
 - MAKE EYE CONTACTS WITH MEMBERS OF THE PANEL
- **NEVER FOCUS ON**
 - GETTING LATE TO THE VENUE
 - TRAFFIC WOES OR NIGHTMARE

COMMUNICATION

- **OPEN ENDED QUESTION**
 - MEANT TO TEST COMMUNICATION LEVEL
 - REPLY ELABORATELY TO PANEL SATISFACTION.
 - BRAVITY IS A SIGN OF NERVOUSNESS

RESEARCH

- **UPDATE ABOUT PROFILE OF THE JOB.**
- **SIGN OF SERIOUSNESS OF CANDIDATE.**
- **FIND OUT ABOUT THE COMPANY, ITS SIZE, CORE VALUES AND MISSION.**
- **IGNORANCE WOULD AMOUNT TO INSULT TO THE COMPANY.**

ASPIRATIONS

- **ORIGINATES FROM QUEST FOR CHANGE**
- **DO NOT CRITICISE**
 - **FORMER EMPLOYER/COMPANY**
 - **THE MANAGER**
 - **THE SYSTEM**
 - **WORK ATMOSPHERE**
- **FOCUS ON PERSONAL ASPIRATIONS**

INTERESTS

- **ISSUES NOT OF PERSONAL INTERESTS COULD BE ASKED.**
- **AIMED TO TEST SUITABILITY FOR JOB BEING INTERVIEWED FOR.**
- **ENDEAVOUR TO RELATE PERSONAL INTERESTS, STRENGTH AND ACHIEVEMENTS WITH JOB PROFILE.**

REALISTIC

- **BE HONEST TO YOURSELF**
- **NEVER BOAST OR ACT IN SUPPORT OF OWN ACHIEVEMENTS**
- **LOOSE BOSTING COULD LEAD TO HIGH EXPECTATIONS – DETRIMENTAL IN THE LONG RUN.**

PROFILE

- **SEEK PROFILE DETAILS FROM PANELIST**
- **KNOW THE JOB LIKELY TO BE OFFERED**
- **UNDERSTANDING JOB SPECIFICATION ESSENTIAL**

VALUES SYSTEM

- **KNOW THE COMPANY CULTURE**
- **CONVEY OWN FAMILY VALUES**
- **ESTABLISH CULTURAL SAMBALANCE BETWEEN COMPANY AND OWN FAMILY VALUES**
- **QUOTE EXAMPLE OF FAMILY ETHICS**

ASK AROUND

- **ASCERTAIN COMPANY POLICY FROM ITS EMPLOYEES**
 - BY PRIOR DISCUSSION
 - HIRING COULD BE GENUINE OR FOLLOWS THE POLICY OF 'HIRE & FIRE'

LAST MANTRA

- **DO NOT LOOSE HEART – LOOK FOR OTHER OPPORTUNITY**
- **ITS NOT YOUR LOSE – BETTER THINGS ARE WAITING FOR YOU**

GRAB OPPORTUNITY IN FIRST ATTEMPT