

HOW TO PREPARE FOR THE INTERVIEW

A PRESENTATION

BY

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KNOW WHAT YOU HAVE TO OFFER:

A S K

- i) Attitude
- ii) Skills
- iii) Knowledge

KNOW THE EMPLOYER: -

- i) Know about the organization
- ii) Be familiar with the products
- iii) Values and culture of the organisation
- iv) Study web site of the organisation

KNOW WHAT TO EXPECT

- You should be well prepared for any kind of questions being asked in the interview.

PREPARE AND PRACTICE

- Put yourself in the real time situation and practice each aspect of interview giving attention to body language, communication and rehearsed replies. Rehearse with mock interviews.
- Take the help of an experienced person to improve your interview skills. In case any experienced person is not available, take the help of any senior in the family.
- **The key to selection is WELL DONE REHEARSALS.**

PRACTICE IN FRONT OF A MIRROR

- The best way to prepare is to practice before a mirror.
- You can observe yourself and find out the areas where you need to improve, particularly about your posture and body language.

RECORD YOUR VOICE

- These days cell phones have the facility to record voice as well as videos. Record the mock interview and check your performance in the interview for the desired voice qualities, tone, repetition of words etc.

1. HOW TO TACKLE VENUE PHOBIA

- The first time job seekers are generally scared of the place of interview. For one, they are not exposed to the corporate culture and are scared by the big rooms and the office culture etc. This causes a lot of nervousness among them but it must be overcome.
- Visit the venue at least a day before the interview or even earlier to overcome any anxiety about the venue.
- It will also help you to know as to how to reach the venue.
- One must reach the venue at least half an hour in advance and should make arrangements to make up for any accidental delay in reaching the venue.

2. HOW TO DRESS FOR INTERVIEW?

- You should be very careful about your dress. It must reflect your personality and be appropriate to your physique.
- Generally the boys / men should wear light colored shirt with dark trousers.
- The hair should be properly trimmed.
- Beard, if kept, must be properly trimmed or properly tied (for Sikhs).
- The turban should be properly matched and should get with the colour of the dress.
- For ladies, they should not be dressed flashily. You may wear a suit or even a sari, if you are comfortable in it.
- One can wear a shirt and trouser as well, but ensure that it is buttoned properly and is not low neck. Neither the top should be short nor the trouser be low waist.

3. WHAT DOCUMENTS ARE REQUIRED?

- Carry all original certificates from 10th standard onwards with you when you go for an interview. Also carry one set of their attested copies. You should also carry other certificate/s, pertaining to your extra-curricular activities. All the documents / certificates should be neatly filed in chronological order so that you do not fumble during the interview.

4. HOW TO SIT IN THE INTERVIEW?

- You must not slouch in the chair. Your back should be straight and firmly touch back of the chair.
- Your legs should not be wide open or crossed abnormally.
- Take control of your hand movements. You may clasp your hands or keep them on your thighs. If you are carrying a file with you, keep it in your lap.
- Never lean over the table.
- Generally there is a table between the interviewers and the interviewee. But you should also be prepared for a situation where there may not be any table.

5. HOW TO HANDLE CONTROVERSIAL QS?

- Sometimes questions about controversial issues are asked not only to know the views of the candidate but also to find out whether the candidate has a balanced approach or not. You should be very careful while answering questions about which you may have very strong views. You should give balanced and mature answers, not allowing your preferences to prejudice your reply.

6. WHAT TO DO WHEN ANSWER IS NOT KNOWN?

- If you do not know the answer to a question, instead of giving a wrong reply, the best way to tell the interviewer is, “Sorry Sir, I do not know the answer to this question”.
- However, if you have a vague idea, then instead of telling the interviewer that you do not know the answer, you can say, “Sir, I am not sure but I think the answer is _____”.
- By giving a wrong reply you are under estimating the interviewer. Never ever do that.

7. HOW TO HANDLE INTERRUPTIONS?

- If the interviewer feels that you know the answer, he may interrupt you and move on to a new question. Similarly the interviewer may feel that you are on a wrong track he may not like to continue with the question and may like to check your knowledge or information in some other areas.

8. HOW MUCH TIME SHOULD I TAKE?

- There should not be a long pause between the question and your reply. Think for a while and understand the question properly before answering it. As long as you do not maintain silence for a long time the interviewer is not going to mind. In case you do not know the answer, you should be straight forward and reply as already mentioned above.

9. HOW LONG SHOULD BE THE REPLY?

- Your replies must not be in monosyllables like 'Yes' or 'No', etc. But your replies should not be very lengthy as well.
- Though the length of the reply is determined by the question, yet, your reply should be short and simple.
- Normally, any reply should not stretch beyond two minutes and should not be less than 20 seconds. But you can always find out if the interviewer is asking for more information. If you are not satisfied with your details, you may ask "Do you want me to expand more on this?"

10. WHAT SIGNALS THE END OF THE INTERVIEW

- When the interviewer says “Thank you Mr..... ” or “Wish you all the best”, it is a signal that the interview is over.
- Sometimes the interviewer may ask you whether you want to ask any question. This also is indication of the end of the interview.
- If you have any question to ask and you have been specifically asked as above, you can always put forward your question. But you should be very sure that your questions are sensible, and are about the organization you are to join.
- The question should not expose your ignorance but should express your inquisitiveness. So make sure that you have gone through the website of the organization and have already searched for the information you intend to seek.
- Never ask a question like, “What are my chances of selection?” or “How many marks did I score in the interview or in the written examination”. This kind of questions may go against you.

REMEMBER! EACH QUESTION IS AN OPPORTUNITY

- Every person has unique knowledge and interests.
- Each question, gives you an opportunity to lead the interviewer to an area of your knowledge and interest. The idea is to talk about your strength and lead the interview to issues and areas of your interest. But do not try to ‘Gate crash and mould your answers so as to steer the interviewer’. (Steer the interview not the interviewer). If you are not comfortable with any question, you may frankly tell the interviewer about your inability. But do not keep doing the same for every other question.

BE HONEST IN ANSWERING THE QUESTIONS?

- The question of being honest or dishonest comes into picture only when you are talking about, answering opinion-based questions or personality-related questions.
- If you have an considered opinion about some issue and believe in that , then there is nothing wrong in expressing it frankly.
- If you have an opinion about some issue and think that it may not be appreciated by the interviewer, first ask yourself as to why you opine so. Think over that objectively. If you still hold the same view, go ahead and express it freely. If you can change your mind and opine differently, express that changed version.

Few questions that are normally asked during interview. You should rehearse the answers to these questions.

1. QUESTIONS ABOUT YOURSELF

- Generally, most of the interviews start with the question –
- ‘Tell me something about yourself’. This is to make you comfortable and to allow you to settle down. Thus it is very important that one must prepare very well the answer for this most likely question as the answer is going to set the tone of your interview.
- Your answer should cover your educational background, briefly about your family, your interest / hobbies. You may also talk about your achievements in academics and / or extra curricular activities.

QUESTIONS ABOUT YOURSELF

- You need not go into your family history but restrict yourself to the areas which should be of interest to the organisation / interviewer.
- Keep in mind that interviewer may frame his questions based on your response to his questions.
- The response to the question 'about yourself' will depend on the response of the interviewer. If the interviewer is interested to know more about the family, you may be required to dwell on the issue and so on.

2. MEANING OF YOUR NAME

- You must know the meaning of your name. In case it is related to some mythological character, try to understand the background of the word including the meaning of the words that form your name.
- Generally an uncommon name attracts the attention of the interviewer.

3. PERSONALITY RELATED QUESTIONS

- Sometimes the interviewee is asked to mention his/her “Strength & Weaknesses”. You should be very careful and be well prepared to answer this question. Keep a note of your achievements and the details thereof. Identify the qualities that helped you achieve the goal. You should mention these qualities without mentioning those moments.
- If the interviewer asks you more about it, then you can mention the moment when you achieved the goal with the help of these qualities. Normally the strengths mentioned are:-
 - i) Discipline
 - ii) Punctuality
 - iii) Goal oriented approach
 - iv) Hardworking nature
 - v) Team player
 - vi) Ability to convince

PERSONALITY RELATED QUESTIONS-CONTD

- Regarding weaknesses, never give a reply like, “I do not have any weakness”. Again recollect the moments when you failed in any venture and look for the reasons within.
- You should also mention what extra efforts you have made to overcome this weakness.
- The key to answering this question is the same as the last.

PERSONALITY RELATED QUESTIONS-CONTD

- Turn a negative into a positive. Don't try to come up with a character flaw or personal weakness. Instead, rephrase the question for yourself: "How do I want to improve to become better in my career?" Identify areas in which you want more training or guidance.

4. QUESTIONS ABOUT SUBJECT KNOWLEDGE

- You must be well prepared to answer the questions about your educational background and the subjects of your study.
- If you are a student of History you should know about Indian Ancient, Medieval, and Modern History.
- If you are a student of Engineering or Science you should know the basic concepts you have learned during the course.

QUESTIONS ON HOBBIES

- If you mention reading as your hobby the probable question will be, name of the authors or the name of the books, you have read in the recent past, the main characters of the book and analysis of the character etc.
- For the newspaper that you read daily, you should know the place from where it is published and its editor, etc.
- You can also be asked, how a particular hobby has helped you in achieving your goals.
- In case you do not have any particular interest or extracurricular activity, do not give the answer like, “I do not do anything”. Or “I just while away my time, watching television”. Instead you may list out areas of your interest like listening to music, making friends etc.

5. QUESTIONS ON HOBBIES

- Generally you are required to fill bio-data form where in complete information regarding your educational background, your extracurricular activities and hobbies is provided by you. Therefore, you should be very particular about giving information in the bio-data form, because in the interview you are likely to be questioned on that information and you have no option to twist or misrepresent any relevant information.
- Remember that whenever you express any activity that you say is your hobby then either you should be personally participating in it or may be interested in it.
- If neither is the case, then you should not mention it as your hobby. If you say chess is your hobby, then either you should be playing it or should have a keen interest in the game, know about the present and the past players, theoretical aspects of the game, etc

6. QUESTIONS ABOUT YOUR ATTITUDE

- Apart from your personality and your subject knowledge, the interviewer is more interested to know about your attitude towards the job you are about to join. So he may ask you inconvenient questions like, why do you want to join the bank.
- This question assumes more importance if you have back ground other than commerce. You should be ready with the answer and should not be found wanting for the suitable reply.

7. WHY DO YOU WANT TO JOIN THE BANK?

- You should be well prepared to answer such a question specially if you are not from commerce or economics background. Never give a answer like, “It’s a government job”, or “Being a government job, it ensures job security” or “It pays well”, or “My parents want me to join a Bank”.
- You should be very clear about your professional goal and convince him how your study is going to be relevant to Banking.

WHY YOU HAVE CHOSEN CAREER IN BANKING ?

- If you are making a Midcourse change you must backup with solid reasons. It is not uncommon to change a line from science to commerce, engineering to banking.
- You should be ready with examples where persons from diverse backgrounds have made it to the top in Banking.

8. WHY HAVE YOU CHOSEN CAREER IN BANKING?

- You should have a clear idea about the scope for future promotion and career in the Bank you plan to join.
- You must know the hierarchy in the Banking and where do you see yourself five years down the line.
- Normally, a person joins the Bank at clerical level or as a Probationary Officer.
- Clerical level constitutes the front desk employees and Probationary Officers are at first rung in the officer cadre, part of management.

9. WHY DO YOU WANT TO JOIN THIS INSTITUTE?

- This is a common question asked in the most of the interviews. This is a very delicate question and to answer it you should study the other institutes other organizations working in the same field.
- Gather information about their activities and results and compare them with the results of this organization. This information will be very helpful in answering such a question.

SOME COMMON INTERVIEW QUESTIONS

- Introduce yourself in one minute.
- Define yourself in one word.
- Describe yourself briefly.
- Meaning of your name, who named you and why?
- Do you have any namesake?
- What is your father and his job profile?
- What is your family background?
- Where do you come from?
- Tell me about your native place/city/state and it is famous for what ?

INTRODUCTION

- What are your hobbies and interest?
- If you do not succeed this time, what will you do?
- What is your educational background?
- Tell me something about your achievements?
- Any extra-curricular activity pursued by you?
- Why do you want to join Banking sector?
- What qualities should one possess to be a Bank P.O.?
- Do you think you have these qualities?

INTRODUCTION

- Who is the founder of this bank?
- When was this bank nationalized?
- What is the current financial position of bank?
- Name the person who inspired you the most?
- How is your subject helpful in banking sector?
- Why is there a gap in your studies?
- What are your strong and weak points?
- As a student of Science/Art/Commerce, why didn't you go for higher studies?

INTRODUCTION

- Newspapers and magazines that you normally read? Name of the Editor of Newspaper?
- Why should we select you?
- Why do you want to be a P.O.?
- What is your idea of life?
- What is the importance of hobby in our life?
- Have you cleared any exam earlier?
- What will you do if you don't get selected,?
- What does your mother do or whether she is a housewife or in a job?
- Where did you spend your childhood?
- Why don't you join your family business?

EDUCATIONAL BACKGROUND

- You passed B.Sc./B.Com/B.A. in the year 2012, what were you doing till now?
- There is a gap in between graduation and PG. Why?
- Why is there a great variation in marks between class 10th, 12th & graduation?
- What is the use of your subject in this sector?
- What is the use of your subject in life?
- How do you correlate your subjects with Banking?
- Why didn't you continue your studies?
- Your subjects are related with IAS, PCS. Then why are you here?

EDUCATIONAL BACKGROUND

- From which college/university have you completed your graduation?
- What are the specialties of the schools/colleges from where you have acquired education?
- Why have you switched to Arts stream from Science stream or vice versa?
- These days the use of computer is increasing in the banking industry. Since you don't have the knowledge of computers, how will you perform your job satisfactorily?
- You have done MCA then why don't you go for technical post?
- What is the motto of your college / university?
- You have written in your bio data "N.A". What is this?

FINALLY, 10 STEPS TO A SUCCESSFUL INTERVIEW

- Always arrive on time.
- Introduce yourself in a courteous manner.
- Collect information about the bank / company
- Listen carefully before answering.
- Use body language to show interest.
- Maintain good posture
- Maintain good eye contact
- Smile, nod, give nonverbal feedback to the interviewer.
- Show energy and enthusiasm.
- Thank the interviewer.

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KOSHISH KARNE WALON KEE
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