



Communication Skills - Preparing for Interview

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Abstract

When you are called for the interview don't run or walk fast because your breathing will be fast and speaking could be a problem. You are likely to falter then. Maybe you will be at a loss for words or you may look clumsy while speaking. So before entering, keep cool, walk in slow but steady. Keep yourself impressive, look confident and tell yourself that you will do your best.

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"Life is the art of drawing sufficient conclusions from insufficient premises"

Introduction

An interview is a kind of presentation. There are different kinds of interviews. In a job interview the person who is interviewed. i.e., interview or the candidate is asked questions by persons interviewing, i.e. interviewers. There is another kind of interview where a reporter puts questions to the person interviewed in order to get information or the person's views on something. Whatever the type,

the interviewee has to perform well in order to create an impression on the interviewers. The interviewer elicits information with a view to making an assessment of the interviewee through the interview process. The objective of a interview, in its broader sense, is to gather details and elicit relevant information by talking to the interview, and thereafter making an assessment, appraisal or evaluation about the suitability of the candidate for the



offer or position available with the interviewer. In my paper I shall discuss how to prepare for job interviews.

The following points will help a candidate to prepare for an interview:

1. **Take a look at the advertisement and the interview call letter:** Carefully read the advertisement in response to which you have applied. Keep with you the copy of the application you sent. Take a look at the call letter. Note the time and the venue of the interview. You have to know about the place you have to go to. Depending upon the distance, you have to decide how you would be reaching the spot. It is always better to have the address of the office with the telephone number in your diary.
2. **Revise the subject:** Whatever job you have applied for you should be able to anticipate the questions that could be asked during the interview. May be you will have to consult experts or experienced persons in the

field and reference books. All this will depend on the job for which you have applied.

3. **Decide on the dress you wear:** The dress has to be the one you find yourself most comfortable in and which is appropriate for the occasion. You should wear clothes or dress that suit you. The dress you wear should make you look normal, natural and pleasant. It should certainly not be gaudy or unusually 'bold'. In short you should be presentable. If you are a male candidate, your hair style should be moderate and your shoes should be polished. If you are a female candidate you should not overuse cosmetics. An interviewee, in any case should not look clumsy.
4. **Take necessary Certificated and Testimonials:** You will have to make sure that you have all the certificates, originals as well as photocopies, in your file. Sometimes a 'Character certificate' or 'Experience certificate', if you have any previous experiences, is required. If you have published articles on the



subject concerned or have photographs or accounts of what you have done, take it with you.

5. **Be Confident:** Have confidence in yourself. Say to yourself that you will face the interview successfully. You can imagine yourself facing the actual interview the way you would be entering the room, the way you would greet the interview panel, the way you would be responding to the interviews, the kind of language and body language you are likely to use. A dress-rehearsal with a couple of close friends is helpful.

At the time of interview:

1. **Reach the place of interview in time:** Start sufficiently early from home. Make sure you have taken with you all the required papers. You also have with you the call letter, the address of the venue of the phone number.
2. **After reaching the place of Interview:** It is always better to be at the place of interview 15 minutes before the time of the interview. Before actually attending the interview you

can make yourself at home with the environment. If necessary, you can find out from someone there where the WC is and have a wash which will make you fresh. If you are not the first candidate. You can interact with the person who has already done the interview. If you come to know some unexpected things don't get upset.

3. **After you enter the room:** When you are called for the interview don't run or walk fast because your breathing will be fast and speaking could be a problem. You are likely to falter then. Maybe you will be at a loss for words or you may look clumsy while speaking. So before entering, keep cool, walk in slow but steady. Keep yourself impressive, look confident and tell yourself that you will do your best. While entering, say 'May I come in, sir?' After you reach the interviewers of not occupy the chair immediately. Say 'Good morning/afternoon/evening', and sit only after you are told to. Sit comfortably and be at



ease, keep the file of your papers on the table.

4. **While answering the questions:**

The interviewers are likely to ask you for some personal information. For example, they might want to confirm the information you have given in your application. Therefore there should not be any discrepancy between the information you have put in your application and the information you would be supplying now. Have a gentle smile on your face while answering. Don't forget that every action, response, expression is constantly observed by a psychologist. You should not show signs of nervousness or a sense of diffidence or loss of confidence. In answering the question you should be clear and direct. If you can't answer the question say, 'sir(s), I am sorry I don't know about it.. Saying this is always preferred to giving a tentative answer while interacting with the interviewers. Do not make uncalled for movements of our hands or legs. For example, do

not run your fingers through your hair or do not take your hand to your mouth, nose or ears. Sit straight and appear pleasant. At the end, say 'Thank you' and come out gracefully.

5. Don't make unnecessary derogatory remarks about your present or former employers and co-workers. By complaining in this way, you're likely to make the employer think that you are hard to get along with. Don't inquire about salary, vacations, bonuses, retirement, etc, on the initial interview unless you are sure that employer is interested in hiring you. If the interviewer asks what salary you want, indicate what you've earned but that you're more interested in opportunity than in a specific salary.

After the interview:

Don't blame yourself: You faced the interview boldly, did quite well and yet you receive a regret letter. There is, of course, their initial disappointment. But, nevertheless, don't indulge in self-pity. Don't blame yourself. It will take you nowhere. It is not



always your fault that you lost the opportunity. Moreover, it is not the end of the world. As the saying goes, "tomorrow is another day". Gather your spirits and strengthen your resolve. Accepting rejection or failure, whatever be the reason, is an important trait for any person seeking success in career and business. It helps build resilience or the ability to cope with failure and spring back into further action. Those who know how to cope with failure are more determined than before to seek success. Introspect and learn the right lessons from the experience. In what ways can you position yourself better to meet such challenges in future? Believe in your ability. Think positively. As happened to Dr. A.P.J Abdul Kalam, former President of India, it can just happen to anyone.

Reference Books:

1. Interview Skills - D.S.Paul & Manpreet Kaur
2. Most Expected Job Interview Questions – Daniel Burke