

# *Atassh Consultants*

*Knowledge Processing House, Since 1991*

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## **Going for an Interview.**

When we go for an interview we all like to give the impression that we know our way around. We want to look our best and behave coolly. It is easy to carry off any situation as prettily as a new hat if you learn the thin guidelines of behaviour beforehand.

Going for an interview is generally considered a major ordeal and gives jitters to practically everyone, whether it is their first or last.

Remember, that when you are going for a job. It is a two way affair, and though, the relationship is one of boss and employee, it is after all a discussion between two human beings, both of whom have something to offer to each other. You offer your best work to the boss wants a particular kind of job to be done. So having taken the cringing feeling out of the occasion here are some tips to give you the confidence and to boost up your morale:

- 1. The Right Appearance:** Look of a person is very important, for everyone is cheered and pleased by a bright and neat appearance. Wear something unfussy but smart. Overdressing does not leave good impression either, so the most important impression to give is of care: well pressed clothes, clean collars, polished shoes and no chipped nail polish.
- 2. Arrive Early:** It is always convenient to reach a few minutes earlier to have some time to collect your thoughts and study the surroundings. When you are shown into the room your possible future boss will offer you a chair. Sit neatly put down your bag or whatever you are carrying. So there are no chances of dropping them in a fit of nerves or fiddle with them while you are talking.

Let the interviewer ask the questions, but try not to be monosyllabic about the answers. If he asks about your training, tell him about the part of it which interested you most.

Sometimes the employers ask few personal questions also, about your home and hobbies. This is to get an idea of the sort of person you are. Do not be tempted rattle irrelevancies, but give him some indication of your interests and background. It shows willingness.

- 3. Look Interested:** If there is anything you hear or understand, one must say so, it is always fatal to pretend you have understood and to come unstuck later on. Be alert and ready to smile and above all, be sure you know something about the firm you want to get in.

Nervousness is always reflected when you open your mouth. Voice is a terrible thing, which gives away the tension, it has an inclination to raise high with nerves or it becomes jerky. So try to keep the voice low and speak clearly and naturally. At the end, if there are questions you want to ask about working hours, holidays and so on, do so.

But always try to get over the idea that you need the job desperately. It is easier to manage a job if you look cool and steady. Feeling of desperation makes a person more tense and nervous. So be relaxed and you can go through the process comfortably.