

<b>Interview – Some Tips.</b>		<b>For Private Circulation only.</b>
<b>1.0</b>	<b>Entry:</b>	
1.1	Switch off your mobile/pager.	
1.2	Knock the door before entry.	
1.3	Open the door halfway & seek permission to enter. (May I come in Sir?)	
<b>2.0</b>	<b>Inside the cabin:</b>	
2.1	Greet the interview panel. (Good morning etc.) Do not occupy seat till the Boss tells you to do so. Stand straight behind the chair.	
2.2	After permission is granted to take chair, do so and thank the Boss (Thanks)	
2.3	Sit comfortably with an erect posture. Do not keep crossed legs. Hands should be rested on the chair arms.	
2.4	Try to do conversation without accompanied by our hand / finger movement.	
2.5	In case, you are not aware of correct answer, admit it politely. Do not bluff.	
2.6	File containing certificates etc should be turned and then given to the Boss with both hands.	
<b>3.0</b>	<b>Interview:</b>	
3.1	Do not address interview panel members by name. Instead use the word Sir / Madam.	
<b>4.0</b>	<b>Exit:</b>	
4.1	After interview is over, greet the panel while getting up from chair.	
4.2	Try to push the chair at its regular place.	
4.3	Take few backward steps & then take turn and leave the cabin.	
4.4	Confirm that door is closed properly without making noise.	
<b>5.0</b>	<b>Grooming:</b>	
5.1	Men should have short and combed hair.	
5.2	Women should have hair tied or plaited.	
5.3	Men should have the clean shave.	
5.4	Clothes should be sober, clean and well ironed.	
5.5	Shoes / Sandals should be clean and polished.	
5.6	Nails should be clean, cut short.	
5.7	Use deodorant / mouth freshener before interview. Do not chew while giving interview.	
5.8	Do not use heavy make up.	
5.9	Keep at least two handkerchiefs in the pocket.	

<b>6.0</b>	<b>Prior to Interview:</b>	
6.1	Carry plastic file/folder containing bio-data, original mark sheets, certificates-academic and other etc.	
6.2	The panel may ask you 'To tell some thing about you.' Reply should cover your name, age, place of residence, qualifications, family background, occupational career, your experience, your goals, hobbies etc.	
6.3	You should know other details such as date of joining, promotion dates, salary, job description for the post, Your company's statistics such as –Sales, Profit, customers, management, deposit, advances, targets, staff strength etc. your marks & rank in test.	
6.4	Resort to Meditation for at least 15 minutes before leaving for interview. Try to concentrate on the breath. Mind should be made thought free.	
6.5	Visualize the interview process after meditation is over without changing meditation posture.	
7.0	Your aim should be to give good interview. As you go up the ladder in occupational career, competition is inevitable. Do not attempt interview with extraordinary expectations. <b>Please remember that this is not the last chance for promotion / new job.</b>	