



## Beginning a positive career through adaptation of proper interview skills

Nandan .P.Asst Professor of Commerce, Sri H D Devegowda Government first grade college, Paduvalahippe Holenarasipura Taluq, Hassan District , Karnataka

### **Abstract**

*Students today are made to face several interviews before they settle in their careers. Corporate companies demand several pre requisite & mandatory skills to select candidates to their companies. This selection procedure in a thorough process which tests the capabilities of the candidates in a very little time. Candidates suffer from several poor preparations & meager arrangements . This paper tries to bring out the best preliminary exercises before attending an interview. The paper draws attention of the academic institutions to include interview skills in their syllabi.*

*Key words: Corporate requirements, Interview skills, Job search, Preparation*

### **Introduction**

Students today are made to face several interviews before they settle in their careers. Corporate companies demand several pre requisite & mandatory skills to select candidates to their companies. This selection procedure in a thorough process which tests the capabilities of the candidates in a very little time. Candidates suffer from several poor preparations & meager arrangements. To make a positive career through lasting impression candidates require prior preparation the interview skills need several vital & preliminary vitalities before undergoing interviews. The candidates are required to know the history of the company with which they are attending. This needs researching & browsing about the company & knowing about its establishment, current market position, its progression, Its impediments etc. This research will lead to knowing the background of the

corporate organization its goals & objectives.

### **Anticipating Questions for Interview**

Here are some questions you should be comfortable answering:

- Why do you desire this job?
- How do you think you are fit for this job ?
- What do you know about Company y?
- What do you have to offer to this organization's progress?
- Tell me about your strengths and weaknesses?
- Would you leave this job for another job?

This anticipatory question can be answered in a simple manner if one has undergone some prior preparation. The



answers for these questions can be strengthened through homework.

1. One has to review his academic experiences in school or college level
2. One has to recall his voluntary services in NCC /NSS/ Scouts & Guides / Red Cross / Eco Club /Heritage Club / First Aid Club etc
3. Demonstrating Potentialities of good judgment , good listening ,good communication, leadership , responsibility bearing attitudes have to be highlighted.
4. One has list out academic achievements like computer skills , communication skills , writing skills , etc
5. All these ground work will help to further strength while answering
6. Demonstrating abilities positive attitude will give more confidence

### Interview Preparations

1. **Self awareness-** Interviews are more about researching our awareness about "self ". Before attending the interview a candidate should rehearse his / her academic achievements & know more about himself such as his positive strengths, his weaker aspects, his achievements, his modular attitudes etc.( McNamara, Carter, General Guidelines for Conducting Interviews)
2. **Dress code.** Professional business clothes are always appropriate for

the interviews. Regardless of the type of job you are interviewing for dress code matters most. Proper cleanliness and a organized look are important. Clothes with light shades ,casuals , good & tidy clothes makes a good impression. Good dress code helps one to gather confidence, which will boost positive motivation.

3. **Time sense.** While attending any interview big or small, appropriate timed arrival matters most. One should try to arrive 15 or 20 minutes before time to be on safer side. This will avoid needless tension. Sometimes arriving early will lead to quicker acclimatization If the interview is scheduled outside your residential locality one should plan the bus routes, the frequency of busses, hours of journey. The area of interview venue etc. This needs backup planning& meticulous arrangements.
4. **Inter personal skills.** Some candidates show excitement as they arrive at the venue. They exhibit tension & involve in uncalled for acrobatics. They frequently ask questions, repeat their ambiguity, they walk to & fro , they bite their nails, they hold tight their files & folders , they rub their nose scratch their heads , swallow energy booster chocolates . All these tarnished activities further tension. So, this has to be avoided through inter personal skills. Such as showing confidence through gentleness & agility.



5. **Exhibiting confidence:** Candidates are anxious when they are inside the interview chamber. They find it difficult to look at the interviewers even. This is a normal behavior, but this problem can be overcome by professing proper eye contact & clear voice. This will provide with calm, cool, confident attitude.
  6. **Body language.** Several of the candidates suffer from inappropriate body language. They make uncalled for gestures as soon they start answering the questions. Pulling the chair roughly , dressing one' s hair oddly , biting the nail, cross legging , slant lean positing, improper filing of documents, etc. But all these will bring in discomfort & our targeted answers fall apart. Hence building a good body language skill is needed before attending interview. Rehearsing for an interview well in hand will help to avoid these lacking.
  7. **First impression:** Candidates should remember that a good body language skill start with a good hand shake with a proper smile on face. Your entry should be very impressive, appealing & pleasing. Half the battle is won if your entry inside the chamber is good. One should rehearse this because this will confirm your professionalism.
  8. **Cell phone** – Often candidates suffer from anxiousness as these days cell phones have been their handy tool. They start browsing on spot or try to prepare on spot. But this is not a good gesticulation. As a gesture of good personality one has to switch off cell phone before the interview.
  9. **Avoid accessories:** The candidates attending the interview should also avoid heavy accessories.
- Avoid these accessories.**
- Heavy perfumeries,
  - High sounding anklets,
  - Shaking bangles,
  - Knotty pullouts ,
  - Puffy hairstyles,
  - Awkward arm bands,
  - Uncomforting jewellery,
  - Odd make up ,
  - Unassertive behavior,
  - Creepy body gestures.
  - Tilting eye movements ,
  - Leaning body poses,
  - Gawky Body sprays & deodorants,
  - Hanging hand kerchiefs
  - Noisy key bunches,
  - Jiggling motor bike key chains,
  - Odd pocket purses,
  - Funny printed clothes,
  - Inelegant hair accessories like pins, clips, bands,
  - Sporty watches,



Colorful pens piercing through shirt pockets,

Heavily loaded front pockets,

Emerging cell phone covers,

Sporting tattoos, etc

The above will make feel uneasiness & discomfort even before the interview has been started.

### **Cross Questioning**

After the interview is formally over one has the advantage of cross questioning also. There is no necessity that all questions will be asked by the interview personnel.

One has the liberty to clarify several fears such as

1. Date of joining if selected
2. Proposition of company
3. Precise designation if selected
4. Chances of promotion
5. Career benefits
6. Chances for higher education
7. Accommodation facilities
8. Cab facilities

### **Follow Up**

After the interview is over there is always a chance of reviewing .Immediately after the interview, one should do a personal evaluation of how the whole procedure of interview went. Writing down some of the questions & answers to questions asked, and assessing critically will help avoid mistakes further. Usually, an

organization will provide you with a date when they expect to make their decision about hiring. If you haven't heard from them by this date, consider contacting the organization to follow up. If you didn't receive a job offer, consider asking for feedback about how your interview went and how it could have been better. This will provide you with information on how to have a more successful interview next time. Even if you didn't get the job, try not to get discouraged. Like any new skill, you need to practice to get better. Interviewing is the same. The more you do it, the easier it will become. Hence training the students at college level is a dire necessity.

### **Conclusion**

Thus to make a positive career through lasting impression candidates require prior preparation. The interview skills need several vital & preliminary vitalities before undergoing interviews. The candidates are required to know the history of the company with which they are attending. This needs researching & browsing about the company & knowing about its establishment, current market position, its progression, Its impediments etc. besides the skills of interview need proper body language & exhibition of confidence with thorough rehearsal of positive attitude. This needs proper training & skill enhancement guidance in schools & colleges. With increasing competition for a good career interviews are becoming vivid & multifaceted. As the saying goes that practice makes man perfect one should not feel low for not selecting in the first



interview one should know that interviewing will refine job search options. It makes career networking stronger.

#### References

- Campion, M.A., Campion, J.E., & Hudson, J.P., Jr. "Structured Interviewing: A Note on Incremental Validity and Alternative Question Types", *Journal of Applied Psychology*, 79, 998-1002, 1994
- Hollowitz, J. & Wilson, C.E. "Structured Interviewing in Volunteer Selection". *Journal of Applied Communication Research*, 21, 41-52, 1993
- McNamara, Carter, General Guidelines for Conducting Interviews [1], Minnesota, 1999
- Seidman, Irving. *Interviewing as Qualitative Research: A Guide for Researchers in Education and the Social Sciences*. Teachers College Press, 1998.