



Central Training and Placement Cell

Interview Tips

Golden Rule:

Speak

- a) Loudly
- b) Clearly
- c) Slowly

- You need to make sure that you arrive and are ready to take the phone call about 15 minutes before the scheduled interview time. Please make sure the phone is not busy (or engaged) about 10 minutes before the scheduled interview time.
- Have a pen and paper ready to take notes during the interview with your resume and verify the resume experience.
- Be calm and composed before and during the interview.
- Be enthusiastic during the interview. Smile. They can definitely hear it in your voice.
- Provide direct and complete answers to all questions that are asked of you. Always research the client's website before the interview to get an idea of the client's business.
- Wait for the interviewer to finish talking and then respond to the question.
- The interviewer begins the conversation with "How are you doing?" You need to respond back with "Fine. How about you?"
- You need to end the interview with. "Thanks for your time. It was nice talking to you and I look forward to being a part of your project".
- Anticipate what the interviewer is looking for and provide intelligent answers to satisfy the interviewer's questions. If you have not worked on a particular software or version, do not answer saying "No". Say that you have worked on a similar product or that you are a quick learner and some of the other things you would bring to the table.
- Never use the words "involved in". This implies that someone else did the work and that you were assisting them. Either say "I was responsible for", if you were in charge of the work, or "I carried out" if you were part of the team carrying out the work.
- Make sure that you check with the recruiter/sales representative as to what the interviewer's expectations are and make sure that you provide a suitable start date.
- Highlight any special training or certifications you have.
- Never discuss personal issues.