

Techniques of Getting Proficiency for Cracking off Interview

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Abstract: It has often been discerned that for getting recruited in any organization or company, the candidate has to go through certain questions which grades him/her for the capability he/she owns. Some graduates from engineering and technology are not having the same quality of education compared to others from countries which are advanced (Dhruba Borah et al., 2019), hence with the help of interview process the interviewer scrutinizes the interviewee's knowledge. In today's era getting job for the person totally depends on how the latter performed in interview. Many a times, it has been seen that although the jobseeker has the knowledge but couldn't show the same during interview which marks bad impact and he fails to get a good job. This paper is going to give certain tips and techniques to face an interview, so that the jobseeker is often confident and ready for facing any sort of interview they come across with. The paper also discussed some basic questions asked in interview and also suggested the expected answers for the same. According to sir *Kim-Daniel Vattoy*, (2020) for expressing any view, the person must be efficient enough with good command on communication, hence the communication should also be taken in good accordance.

Key Words: Interview Techniques, Polished Vocabulary, Apt Gesture, Voice Modulation

1. Introduction: The word *interview* is derived from the old French word *entrevue*. Interview is defined as the discussion which is formally done to judge the capability of an applicant for giving them the job. Here, the interviewer is the one who asks the question in the interview and interviewee is the one who answers the questions. The companies or organizations not only do concentrate on profit but the quality work with the expectation of society should also come forward (Marcelo Werneck Barbosa et al., 2020), therefore interview is considered as the most important part for any business or organisation, as interview is that stage where the person is scrutinized for being perfect in the job which indeed matters for the development of the organization or for any entrepreneurship. Sometimes the interview also gets conducted virtually. (Joung Huem Kwon, 2013) has mentioned about the reduction in anxiety due to virtual interview.

2. There are certain techniques to face an interview

2.1. Preceding preparation: Preparing anything beforehand indeed comes to be a great help at times. Therefore, in case of interview too, you ought to prepare on prior basis. Do more and more practice stand before the mirror. Mirror will intensify your confidence as you

consider the other person in the mirror as interviewer. Prepare the answers for the basic questions which are generally asked in an interview.

2.2 Appearance to be gratifying: We are known that the disorder of social anxiety makes the interference in the triumph of our life (Oana A. David et al., 2020), forgetting other anxiety the candidate must ensure to have a pleasant appearance before moving to appear for an interview. Your pleasing appearance will make the interviewer pleased. Without minding the height, colour and features; you must wear a beautiful smile and dress yourself with descent and ironed clothes. Your overall appearance needs to be good with proper combing of hair and polished shoes.

2.3 Be zealous: Being enthusiastic is one of the best ammunitions in making the fear flew away. While appearing for the interview your expression must show the zeal for the job you applied for. This actually shows your deep interest for the work you will be dealing with and hence interviewer gets impressed. Inner power is considered to be the strongest trait of getting yourself motivated and the same works in job interview (Joris Lammers et al.,2013).

2.4 Conscionable: Often be conscious about the questions asked during the interview. The interviewer wants to assess your conscious and awareness level as interview is taken for all types of people such as people seeking the job of different streams, it can be related to business, industry, cruise etc. The quality of being conscious is extremely important for those working in cruise area not only this but the photographic interview is also taken in such cases, (Kam Hang,2018). Nonetheless try to be alert about your nonverbal expressions too whilst conversing with the interviewer.

2.5 Punctuality: We are aware about the proverb 'Time and tide waits for none', keeping the same in mind try to be punctual. Reach the destination before ten minutes. Try to set out from home keeping extra fifteen minutes. Being in time will decrease your nervousness and show your quality of being the person running on the needle of watch.

2.6 Knowledge about the organization: Before moving towards the interview, make the list of basic points and good things for which the organisation is so renowned. The interviewer if asks the questions like, "What do you know about this organisation"? then you must have the correct stuff to tell. Everything generally gets available on the website of the organisation, hence try to go through several important traits of the organisation.

2.7 Explaining with illustrations: Try to answer the questions with proper example. This shows your deep knowledge about the topic. The interviewer must get contented and judge you with good grades. The illustrations help to understand the concept well as we know that our teachers too used to teach us by giving end number of examples which used to clear our

concept so well that we never forget and now also the related notions about the topics taught are crystal clear.

2.8 Correct response of every query: When you are asked any questions, first and the foremost thing is you need to listen the question properly. Don't make haste to reply. Sometimes it happens that the question asked means something different, but in nervousness we don't listen properly and reply the wrong answer. Your incorrect answer will show bad impact of your side. If you did not understand the question or did not listen properly, then there is no harm in requesting them to repeat the question again...saying "I beg your pardon sir."

2.9 Good sense of dressing: The candidate should take care of the outfit worn at the time of interview. The dressing style should be appropriate. Being a male the outfit should be formal and polished shoes whereas being a female gaudy jewellery should be avoided following the formal dress code applicable for interview.

2.10 Be an attentive listener: Being a good listener is an essential quality the interviewee should possess. The candidate must listen each and every question properly without any misunderstanding. Wrong listening can lead to a big problem of responding incorrect answer.

2.11. Rolling a positive image: The candidate must keep his/her good image in front of the interviewer. Taking for a paradigm; if the question is asked ' "Why did you leave the organization you were working in?" The answer to this question should not put any negative point about the earlier institution, doing this will disrupt your image in front of interviewer.

2.12. Speak in clear accent:

As speaking, communicating and listening is considered as major activities of life (Derek Isetti , 2020), we need to be perfect in all these and accent is actually the stress given to the word. Your pronunciation should be correct while speaking. For an Example sound of "s" should not be pronounced as "sh" and sound of "sh" shouldn't be pronounced as "s". This small error can create a huge problem and your communication can be assessed with poor grade.

2.13 Be calm and chill: Before appearing for an interview try to keep yourselves calm. Do not stress yourself unnecessary. Nervousness should not be reflected on your face. Be confident and peaceful. Fear and phobia of appearing for an interview will keep you down and you won't be able to perform well.

2.14 Speak with certainty: Whatever you are answering, be confident for the same. Do not hesitate to answer the question which is asked. Be certain and sure on what you are speaking.

The interviewer can test you by confusing you asking the same thing in different manner, but you must stick to what you are speaking without any ambiguousness.

2.15 Voice modulation: Voice modulation is to set a pitch of your voice. Sometimes the voice goes up and sometimes it comes down. Voice modulation is a malleable ammunition in process of speech. If there won't be an apt voice modulation then all the sentences will be just in plain manner without any meaning. For an example if you want to say "Wow! what a beautiful flower. Here we are surprised to see the beauty of the flower, therefore we need to change our voice modulation by giving stress on the word Wow. If your speech doesn't contain the voice modulation then the interviewer will find your response and answers to be boring.

2.16 No abrupt answer: Sometimes we think that if the question is asked then we need to answer, doesn't matter whether the answer is correct or incorrect. This is not the proper way of dealing with an interview. We must be aware about what we are speaking in lieu of giving an abrupt answer. Just for the sake of speaking something do not put your incorrect views in front of interviewer.

2.17 Polished vocabulary: Finding the right person for the job is the motto of the interviewer, in this case the candidate should possess other skills too besides being good in academics ([Zeeva Millman ,2016](#)). Using same words in the sentence becomes boring. Especially during interview try to have the usage of new and refined words. As we need the tasty food and for the same, we need to put spices in the food, likewise we need to use idioms, proverbs and phrases to make our sentences worth to listen. Speak something as if the frontier person should also think that he got to learn something new today. Enrich your sentences by polishing your vocabulary with ample of new words.

2.18 Apt body language: The interviewee must ensure to use proper gestures while speaking. These days video conferencing interview has become the part to scrutinize the candidates, in case of greater distance ([Aparna Joshi et al.,2020](#)). The body posture while sitting should be straight, proper eye contact should be maintained with the interviewer while answering. There should not be fixed gaze to avoid uneasiness. Nod your head up and down while saying "yes" to the interviewer in terms of giving the acknowledgement. Hence non-verbal communication is equally important as verbal communication. If the candidate is applying for the job of salesman, he needs to be perfect in treating and convincing the customer ([Gayani Hewagama et al.,2019](#)) and here too, apt body language is required.

2.19 Proper Presentation: Sometimes we need to present something for explaining our concept to the interviewer, because it is not always the words matter when we say but presentation do equally matters a lot, ([Tamara Sniad ,2007](#)). Therefore, whilst giving Power Point Presentation, the candidate must ensure the proper font size which should be readable

to the interviewer too, apt background colour which should not give stress to eyes. Putting good impression on interviewer is equally important (Caroline Lipovsky,2006) as there will be many candidates with equal experience and good credentials, therefore the interviewee needs to put there something different than others.

2.20 Practicing being interviewed: Before facing the real interview, you can practice yourself at home being interviewed by any of your family members. Mock interview is also the good way for assessing your own proficiency after getting feedback, (Rhiannon Lord et al.,2019). Jot down the points you need to work on and then rectify your mistakes. This will aid in getting yourself improved and self-assessed. This technique would be extremely useful in cracking your job interview.

3. Some expected questions asked in Interview with the expected answers

3.1 Tell me something about yourself

After going through your curriculum vitae interviewer knows about your academics, but then too the interviewer wants assess your communication skills, your zeal and passion towards the work, hence asks the above question. Job performance depends on the past experience of the work done in previous company but this is not for the fresher candidates applying for the job (Christopher J. Hartwell et al.,2019). This is the good opportunity to show your communication skills. The interviewee must tell about place he/she grew at, personnel interest and past experience. For an example the interviewee can reply like...I have been born and brought up in orange city of Nagpur. There I did my education in literature and in my spare time I am fond of reading books.

3.2 What are your strengths?

Here the interviewer wants to check your positivity. Here you can reply like.. I am a good planner and whatever being planned tries to execute it. The people like me due to my outward nature.

3.3 What are your weaknesses?

Hearing the word weaknesses, the interviewee thinks about the negativity to project in which he/she has. Therefore, the common answers come to be ...I am quite impatient, I get angry too early. But this is not the correct way to answer. Here you are expected to answer like...I complete the work with perfection, but sometimes move out of time. Here you can tell your negativity of being out of time sometimes but that too in positive mode, telling that you work with perfection as expected being a profession.

3.4 Where do you see yourself in five years from now?

Each and every candidate wants to signify their good attitude towards the work(Eva Van Belle et al., 2020) here you are expected to prove your commitment towards the company. You can answer like...Five years from now I want to see myself being at manager's post with my strive and this I would make it done by having the practical experience and suggestions by my senior team members.

3.5 What do you know about our company?

For answering this question, the candidate must be aware about the positive aspects of the company on the prior basis before coming to the interview. This shows your seriousness for the job. For e.g. If you are applying for the job in any college, you can answer like ..this is one of the renowned institutions for getting grade A+in NAAC.

3.6 Are you a change fighter?

Here giving straight answer that I can cope very easily with the changes I come across would not sound well. You need to reply showing your capability by giving example. You can reply by telling your past experience like. Yaa Of course I have the ability to cope with the change as in my previous institution, suddenly the manager got changed but I along with my team members managed well to work with perfection. This shows that you work with team and also that you are a change fighter.

3.7Can you work being under pressure?

Here the interviewer wants to check your capability to do work with deadline. Here you can answer that in my previous company I was given the deadline to complete the project in two days which usually takes five days. But I managed to do that in the given time and also with perfection.

3.8 How well can you handle important decisions?

In Behavioural Interview the question about how the situation is handled by the candidate is generally asked (Tony Simons ,1995).It's said that the success is driven by our leadership quality and decision making power(Anna Luca Heimann et al.,2019) ,so the answer can be like...If I will be given a chance, I can take significant decisions by working on merits and demerits and taking suggestions from my seniors, figuring out the result of the decisions.

4.Future Research Directions: The paper provides varied techniques to crack the interview. Sometimes the doubt arises in interviewer's mind on the credentials the candidates have, (Switt ,2008),for evaluating the candidate's behaviour for the job ,the interviewer takes behavioural interview. Seeing this the candidate must be aware about the different types of interview hence, work can be done in future related to the area of interview, taking as a paradigm the types of interview, a greater number of

expected questions which are generally asked and the expected answers to those questions.

5.Conclusion: Interview is the stage where we keep our knowledge in front of the interviewers which we gained through our academics. This is one of the most important stage of interviewee's life. The interview is the process where the candidate is viewed internally in interview cell. As in today's era we all are aware that communication is the strongest ammunition which aids to win the battle of acquiring high - profile job. Interview is the best opportunity where you can put your ability in front of interviewer; here ability regarding the work which will be assigned to you. Here the interviewee will put their views in terms of fluent communication and inspiring gestures which will project their proficiency. The paper will indeed be fruitful for those who are eagerly seeking for the high-profile job.

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