

# **VANITA VISHRAM WOMEN'S UNIVERSITY**

**(1<sup>st</sup> Women's University of Gujarat)**

## **Training & Placement Cell**

### **INTERVIEW TIPS**

- ♣ **Your appearance should express that you have taken the interview sincerely. Do not try to turn up in the interview in a manner that does not suit you.**
- ♣ Plan to arrive on time or a few minutes early. Late arrival for a job interview is never excusable. 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.**
- ♣ Keeping up with company news is hard, especially if you're interviewing with multiple places at once. That's why Google Alerts is a saviour; it's a tool that emails you anytime a new story appears for a specific term. That way, you learn about current events without searching for them.
- ♣ **Nowadays, 91% of employers search your social media for any red flags. While most people tell you to watch every single thing you upload, there's a much easier solution. Use Social Sweeper, an app that detects pictures of red solo cups, beer bottles, and other "suspicious" objects. It even detects profanity from your past posts!**
- ♣ Express your viewpoint and be professional. If you do not agree with something the Interviewer has said do not reject it as invalid. Learn to understand their point of view even if it conflicted with your own. This does not mean that you need to accept their point of view.
- ♣ **Create impression that you are dynamic in work, and open for learning. It is a very good sign for convincing the interviewer.**
- ♣ Listen carefully and then answer, do not rush up with your answers even before the question is uttered fully. Listen carefully and Give answers with tension free mind you may even request clarification on the question if you really want.
- ♣ **During the job interview try to relax and stay as calm possible. Smile. Remember that your body language says as much about you as your answers to the questions.**
- ♣ Do not discuss about the pay, unless the interviewer asks.
- ♣ **The first question in most interviews is" Tell us about yourself" or "walk me through your resume". Make sure you have an effective 2-3 minutes answer prepared.**
- ♣ Never apply in non-core companies with longer than one page resume.
- ♣ **Highlight any special training or certifications you have.**
- ♣ 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".

#####Best Wishes#####