

## **Interview Techniques:** **Some pointers for the placement students**

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### **1. Pre-interview preparation**

- Prepare for the worst scenario.
- Know the company/organization beforehand, and the job description.
- Bring extra copies of your CV with you.
- Expect questions about what have been put down in your CV and in your transcripts.
- Know your expectation from the placement study.
- Prepare some questions to ask the interviewer.
- Bring some project samples?

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### **2. Arranging and attending the interview**

- Try to schedule your interview outside classes.
- Try to obtain more information about the format of the interview before hand.
  - Group vs individual or both
  - How many groups will you meet?
- Be punctual.
- Turn off your mobile phone and take a deep breath before you go in.
- Remember the interviewer's name, if known to you.

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### **3. During interview**

- Beware of your posture: eye contact, gesture, tone of voice, etc.
- The interviewer will decide the language used in the interview.
- Make sure you understand the question before answering it.
- Answer the question directly, clearly, and concisely.
- Tell them what you know, not what you don't know.

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### **3. During interview**

- Always remember that interviews are two-way streets.
  - You should make sure that you understand the job responsibilities, and
  - issues that are important to you.
- Even if you run out of questions at the end, thank the interview and express your interest in the position again.
- Be prepared to give a follow-up call or an email to the interviewer (not immediately after the interview).

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