

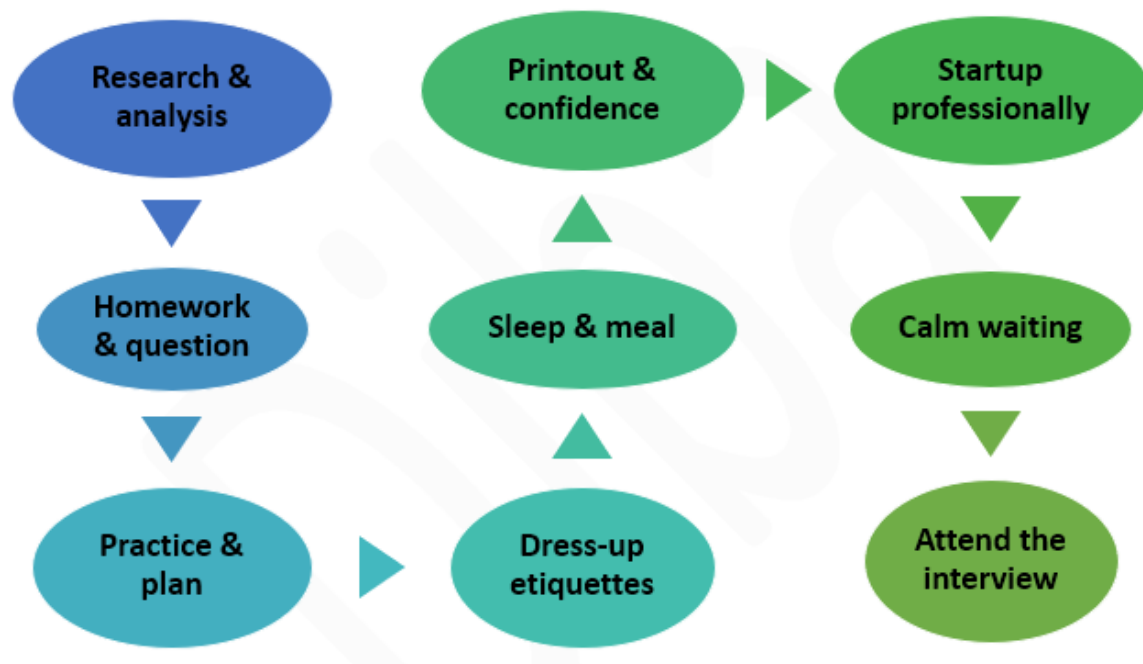


How to Make Yourself Prepared for Verbal Interview

‘Viva’ or ‘verbal interview’ is the hurdle to defense yourself, knowledge or thoughts. Sometimes it becomes so hard to overcome the total pressure of facing a verbal interview. For experienced person, it is more common to do meetings, to give presentations etc. So they are habituated with the fact & face any interview easily, whatever its job interviews or not. For fresh graduates it is the hardest part for stating their career. Tension, pressure, confusion, dilemma all things come along facing a viva. By reading this article, it will be helpful for anyone howHow to Make Yourself Prepared for Verbal Interview

I) Steps to follow After Getting an Interview Call

BASIC INTERVIEW STEPS TO FOLLOW



1) Research And Analysis

It may be 15 days or 7 days or a day before your interview when you received interview call. Nowadays in general, most of the company prefer to call a candidate for an interview before 2 days minimum. In some cases, it may be just a night difference between your call & attendance. Don't be panicked. If it is from any renown company, then it is a positive side & take it as energy to face the interview. Whether it is renown or non-renown company, as you are not an employee there, you might not know company details. In modern time, it's become easier to know any company & its profile through internet. Use search engine & visit company website. You will get some common idea about the company. It's a good practice to search in LinkedIn about the company. May be you will find some people working there. Try to visit their profile, can get some work information, company condition. Luckily if you get someone from relevant department who you think may be your interviewer, can find some info about his/her thinking, personal approach etc. You can also search other social networking site to repeat the same.

2) Homework and Question

If you are going to face the interview which is relevant to your academic skills, you must go through the top topics before facing the interview. If it is not relevant to academic skills, you might be thinking about what should you go through. Don't be upset, there are several tips for you. You can check the JD (job description) which is the main element to know what types of questions are waiting for you. Try to memorize the minimum three major responsibilities for this job, you may be asked to describe a short note on JD. Also, read job location, additional requirements, special qualification was required for the job. Make google search on JD, you will

find some elaborate description. Read them & get confidence. It is nice if you know someone from the company or industry. Then it will be easier to find the information about the interviewer. Prepare yourself for some widely asked questions, like introducing yourself, strength & weakness of yourself, your achievements, your inspirations, your mission & vision, why you are leaving previous company etc. Another important thing is expected salary. In some companies it is fixed for specific position, they will just tell you & ask if you are ready to accept their strategy. In most cases they will know your demand & negotiate with you. So before interview be ready to face that part, don't forget to tell your current remuneration relevant with your expectation when it will be asked. Sometimes after interview the last session becomes a questionnaire session & you may be asked to answer them if you have any query. In some cases, it is the hardest part, so make yourself prepared for that part. It's better not to ask about company vision or their loss & profit, because you are not that important person they will love to share that information's. You may ask how this job is going to be fruitful for your long career path, what extraordinary they do for their employees, how can you build your career to reach his/her position or technically can ask whether they feel you are right for this job. These are the homework you should do.

3) Practice and Plan

You can do practice before approaching your interview. A mirror can be your best friend. Stand in front of mirror. Be the interviewer & interviewee, face the real challenge by yourself. Ask liberally, answer confidently & politely. Assume the scenario of interview board & close your eyes to get the full feel. It is best practice for a fresher. If you are getting used to face interview & still have a fear for it, then you can get help from your friends or family member to get into the process. Try to think all positive & negative aspects, think interviewer are not happy with your answer, how will you overcome the situation. Think they are satisfied with your answer, how you will react with gratitude. Think how to deal if salary negotiation or any bonding phase comes & prepare yourself for that. By this time, you should plan your journey as per interview schedule. If you are supposed to attend on morning schedule, you must be earlier to reach on time because it's office start hour. Plan which route, vehicle you want to choose. In some cases, for ladies who want to take along parents or spouse along with you, make sure it doesn't make any disturbance for the workplace you are going for interview.

II) Steps to follow Before the Interview

1) Dress-up Etiquettes

Dress-up sense has direct impact on interview. It is necessary to choose the perfect dress for interview. In some cases, interviewee forgets that he/she is not going to attend any fancy program or wedding. It is advisable by professionals to choose soft color dress. For man, he can choose white, off-white, grey, sky-blue, lower shaded blue or purple single color, vertical stripe or check full sleeve shirt. It's better not to choose horizontal stripe as it has impact on eye vision & height. He can choose a simple & shade matching tie if wish, though it is not mandatory. Can wear blazer, coat or jacket if it is winter season. Try to avoid fancy stuffs, even wearing blazer or jacket or tie in summer. Gents can wear a wrist watch with casual model. Choose formal shoes which doesn't sound when you walk. Sometimes you have to take off your shoes, make sure your socks are odor free & clean. For ladies, she can wear salwar kameez, saree, western wear as

per company profile & her job criteria. In this case it is advice able not to wear something which is not modest, try to be classy with simple, avoid tight fitting dress. Try to choose light color dress, less makeup & accessories as well as slippers. Sometimes for height issue you may use heels but should select that which doesn't make sound when you walk. As usually can carry a simple handbag & wear a wrist watch not so fancy. It is professional advice to avoid black color dress as it reflects proudness in some case. In both case try to avoid odor as you will have to make a journey & reach there, so can use a light smell perfume. Gents should be clean shaved & if you have beard then must be in a good shape. You can exfoliate your face before night, it is going to look yourself cheerful. You can keep tissue & a comb so that you can fix your hair anytime. Make sure you brush your teeth properly on that day & have a clean & small nails.

2) Sleep and Meal

It is necessary to have a sound sleep just before night if you have a morning scheduled interview. If you have an after lunch schedule you can take a nap of thirty minutes before two or three hours of interview. It will help you to look fresh. Don't let your tension to look beyond your face. Have a good & healthy breakfast or lunch. Empty stomach can block the cells of your brain to work & think properly. If you are a smoker avoid smoking that day to avoid bad smell. In some companies it is restricted to hire smokers.

3) Printout and Confidence

Don't forget to take a printout of your CV or resume. Attached a printed photograph on it, keep it in an envelope. Don't forget to write your name, mobile no., email id, applied job etc. on the envelope. It is best practice to keep pen, pencil, scale, calculator while going for interview. You may have to face written interview. Finally, before you leave your home, can go through important topics or just recall them. Always be confident & calm. You are going to meet some new people not for a war. So don't give yourself unnecessary pressure. To avoid tension, you can take a warm bath before being dressed up. Take a deep breath, smile & step out for your interview to be on time.

III) Steps to Follow on Arrival at Interview

1) Startup Professionally

It is a minimum professional etiquette to reach before fifteen minutes. If you have to face the security guard, then tell them about your interview, hopefully, they will be aware of the schedule. As per company security rules, you may have to document your arrival time & get a visiting card; it is good to wear visiting card rather than keeping it in your bag or pocket. Then you have to go forward to the human resource department as per their instruction. You can greet them by good morning or good afternoon, or using salam or Adab, additionally asking how are you with a bright smile.

2) Calm Waiting

It is good practice to wait calmly & professionally when you are sitting for an interview. By this time, you may get fresh & up to look yourself confident. You should make your mobile phone silent mood & obviously it is not the time to chew gum or chatting with your friends by using your mobile phone. You may take a glass of water. In most cases tea or water is provided. Don't make sound while taking tea or coffee, it may bring a bad impression. Sometimes you might face a written interview before viva. Face confidently. Avoid cheating, using mobile phone, ask permission before using calculator, don't side talk. When you are finished, follow their instructions. Avoid finger-boiling or gossiping with competitors, a small introduction is acceptable. If you find business magazine or corporate brochures, you can flick through these while waiting for your turn. You can keep your CV & a pen on your hand, it helps to be confident.

3) Attend the Interview

When it's your turn, check if you have to remove your shoes or not. Ask a polite permission before entering into the room. It may be a round table, a flat table or a circular table with full of people. Greet them & wait until they tell you to take your seat. Sitting properly is an art. Don't rush & sit with noise. Just make a proper positioning of chair & yourself & then sit. Make sure tension is not in your forehead & try to keep a smiley face, not so, a moderate. Give your best to face the questions. If you see your CV or resume are in front of them, no need to give them your CV. If not, you can approach it. Do eye contact while making conversation. If more than three persons then while answering, try to look everyone periodically. If interviewer asks you in Bangla, you can use the same language. If they talk in English, you have to speak English. Try to migrate their attention to yourself by your answer. After completing your interview, you might thank them for giving you the chance & greet them finally. Keep the chair in right place & out of room without making any unnecessary sound.

Interview is the most important part of career. If you have a fear of facing interview, success will be a locked room for you. It will be beneficial for you if you can follow mentioned three major steps followed by nine sub-steps, it will be easier for you to overcome the fear. If you habituated with these, you will feel good any interview facing. You can also use these steps for public speaking, meetings, presentations, seminars etc. Best of luck for your upcoming interview.

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