

# INTERVIEW DO'S AND DON'TS

## INTERVIEW DO'S

1. Greet the interviewer at the beginning with good morning or good afternoon.
2. Feel comfortable and confident during the interview. You can do this after appearing for several interviews before appearing for the interview of your targeted company.
3. Join the call 1 minute before the interview. Joining too early is also not recommended.
4. Dress comfortable and good-looking clothes for the interview. It will give you confidence.
5. Sit straight and keep eye contact with the interviewer.
6. Interact with the interviewer regarding the role that you will be offered in the Industrial Training.
7. Treat it like a discussion and not like an interview by asking questions and doubts if you have any.
8. Give respect to the interviewer but don't desperate for getting offer letter.
9. Read about the company, business of the company, CEO and CFO of the company, overview of BS and PnL of the company and news going on with respect to company (if any).
10. Have a look on the LinkedIn profile of interviewer and try to include any fact from his/her profile during the interview. The best way to understand the behaviour of interviewer is to approach to any Industrial Trainee working in the same domain at same location.
11. Prefer to wear formals during the interview. It will give an positive impression to the interviewer that you are not giving interview casually and you are serious about it.
12. Even if you are from a Big4 not having "Sir culture", treat the interviewer with Sir or Ma'am. Take his/her name only if he/she ask you to do so.
13. Take ample amount of time in introducing yourself – Name, City, CA Foundation and Intermediate cleared in (MMYYYY), Articleship firm name, tenure completed, summary of exposures received during the Articleship and other significant achievement apart from academics (if any).
14. If you don't know any answer proceed by saying "Sorry sir, I am unable to recall this right now, will brush up more on this post interview".
15. If the interviewer asks for expected stipend – Try not to give any exact number.
16. If the interviewer asks for exam leaves then try to put more leaves as compared to industry standards and then negotiate.
17. Ask any question at the end of interview if interviewer ask you – "Do you have any questions for me?"

18. Your question should be showing your interest in the company/profile, your loyalty towards the company, your curiosity etc. Prepare 2-3 questions that you will ask before the interview considering the LinkedIn profile of interviewer and his introduction in the starting of the interview.
19. Give a complement to the interviewer at the end for any genuine reason.
20. Give a genuine complement to the interviewer at the end of the interview for any genuine reason. He will remember you after the interview also. Like, thank you so much sir for supporting me when I was feeling nervous while giving answer in the beginning of the interview.
21. Send a thank you mail to the interviewer just after interview. (Keep a well drafted mail ready which you can use after your every interview)
22. At the end, understand that there are a lot of candidates appearing for the interview so it is obvious that he/she may forget you. So, it's your responsibility to take follow-up after a week via mail.
23. Overall try to make the interview interesting for the interviewer and different from other candidates.
24. After interview analyse the question asked, what you have done and what could be the better answer and then come up with better answer in the next interview.

#### INTERVIEW DONT's

1. Asking the interviewer regarding the office timing, working from home, working from office or hybrid model etc.
2. Number of leaves allowed.
3. Leaves will be paid or unpaid.
4. Question regarding stipend.
5. Not joining the interview call on time.
6. Not asking question at the end of interview.
7. Not wearing formals.

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(Based on combined experiences gained after giving interview in many companies including large MNC's)