Interview and GD Tips

Some Important Tips which you have to keep in your mind while going for Group Discussion (GD).

- Be as natural as possible. Do not try to be someone you are not. Be yourself. In an attempt to be someone else, your opinions will not be portrayed;
- Sit with a straight and confident posture;
- Be assertive yet humble. You need to stick to your values and beliefs, but learn to respect the values and opinions of others too;
- Grab the opportunity to speak first, i.e. to start the group discussion with your opinion. It generally leaves a good impression on the evaluator, but take the move only if you have complete knowledge of the subject;
- Do not repeat a point, or be lengthy or irrelevant. Also intervene, if someone else is going on an irrelevant track;
- Facilitate contribution from others. Do not just go on and on and on with only your opinionated view. Remember, it is a group discussion. Allow others to speak too;
- Make an eye contact with all the participants. It creates more room for conversation. Also keep nodding, when others speak, it shows receptivity;
- Be an active and dynamic participant. The examiner wants to hear you speak. So do put forth your views;
- Be positive and prepare your thoughts well but do not be over-confident;
- Think well before you speak. You are being heard and judged upon
- When raising an objection to a point kept by another speaker, back it up with a solid reason to get the point across;
- Use quotes, facts and figures, statements, everyday life examples to express a clear chain of thoughts. Also it might leave a good impression on the examiner and help you score well.

Some Important Tips which you have to keep in your mind while going for Interview.

1. Tips on Preparing for the Interview-Day:

- Gather information about the bank or organization that has invited you for the interview. This will give you a clear idea about the philosophy, work environment and reputation of the company.
- Read the job description carefully as to what they expect from you.
- Evaluate your qualifications, experience, and core competences, areas of strength and accordingly draw up a questionnaire along with your replies to the expected questions.

2. Brush up your communication skills.

- Interviewers normally ask you to highlight your strengths and weaknesses.

- Strengths of course can be emphasized more easily but even the weaknesses can be presented in a positive light. For example, 'I am a little impatient with the people who are not focused enough, or non serious about the work in hand'
- Go with a positive frame of mind, without worrying much about the outcome.

3. Attending the Interview: Go with a smile (not a grin) on your face, with confidence and determination to succeed in your heart.

4. As You Enter:

- Depending upon whether you are being interviewed by one person or a panel of interviewers, greet politely 'Good Morning'/Afternoon or Evening depending upon time of the day.
- If there are more than one person then address them as 'Sirs/Madams' and try to encompass them all in your greeting. If there is only one lady in the panel, it is polite to greet her separately.
- Most probably you will be offered a seat. Do not sit down unless you are asked to.

5. Facing the Interviewers

- As you sit across the interviewer(s), look confident and relaxed.
- In most cases the interviewers themselves will try to put you at ease.

6. The Body Language

- Good body language can be inculcated and practiced. Your facial expression, appearance, gestures, how you walk, talk, stand, sit, use your limbs etc. all form part of your body language.

7. Pay attention to the following.

- Sit straight comfortably without craning your neck. Do not slouch.
- Look attentive, keen and interested.
- Talk clearly, maintaining a pitch that is comfortably audible to the person(s) around.
- Do not get overexcited even while describing your achievements and strengths.
- Listen to the queries attentively, constantly maintaining polite eye contact with the interviewers.
- Nod your head to show that you are listening, interjecting appropriately with 'Yes Sir/Madam', absolutely, definitely etc.
- Lean forward a little as you speak and backward as you listen.
- Do not touch your face, or shake your legs.
- Keep your arms either on your sides or in your lap. Do not fold your arms, as it is a sign of rudeness.
- Use short simple sentences while talking. www.bankersadda.com |
- Do not make unrealistic tall claims during
- Never get too arrogant or aggressive in front
- Do not show your disappointment and disinterest.
- Poise till the end.
- Always thank the interviewers as you leave.

IMPORTANT INTERVIEW TIPS

Hi Friends,
As Results of IBPS, SBI and other banks are out and you all will be busy with your preparations for GDs and Interviews.
Interview is the last and final step for your journey of selection to an organisation, you are advised to Prepare extremely well to remain confident in your interview session. Here are some Important basic tips which will help you a lot.

Steps to a Successful Job Interview
You've made it to the interview stage! But before you step through that door, make sure you know the basic steps of a successful job interview.

Preparation
Learn about the company and the position. Check out their web site, use online corporate directories such as www.hoovers.com or request information from the company's public relations department. You should track down all sorts of useful information, such as the company's size, history, main products and services, the names of top executives and current news stories.
Rehearse with mock interviews. Check with your school's career planning center to see if they offer a program to help you improve your interview skills.
Double-check the time and location of the interview. If it's in an area that's new to you, consult a map or take a 'test-run' the day before to make sure you know how to get there.
Prepare what you want to say in the interview. Think about your greatest strengths and weaknesses, your most significant work or school experiences, your future plans and your ideal job.
Review your resume and think about how your experiences can be matched up with the job's requirements.
Go through the current affairs for the last six months.
Read out thoroughly the important and burning issues.
Exercise or do yoga daily.
Revise your subjects of graduation or post graduation.
Have a sound Knowledge of your Locality and about your State.

INTERVIEW DAY
Dress appropriately. Choose conservative clothing and keep jewelry and accessories to a minimum.
Be punctual. Arrive focus a little early to allow yourself time to relax and.
Bring along some basic interview tools: extra copies of your resume and a pad of paper and pen. Take notes on any interesting points or questions. Your notes will come in handy when preparing for a second interview or writing a follow-up letter.
Be sure to listen actively throughout the interview. It's easy to spend all your time planning your answers, but remember—this is a conversation. Listening carefully helps you to respond appropriately.
Avoid generalities and cliches("I'm a people-person"). Give concrete examples when describing your work experience. And always be positive. Don't be critical of previous co-workers or bosses. The way you talk about your former or current boss may be seen as an indication of how you will talk about your future boss.
Demonstrate that you have thought seriously about this career path and this company by asking intelligent questions about the position. Draw upon your research about the company, or ask about

the working conditions, the chances for advancement and major projects your prospective job would entail.

FEW IMPORTANT QUESTIONS ASKED IN THE INTERVIEW:

1. **Tell me about yourself.**
This is a common question—and sometimes the hardest. It's a broad, general question, and the worst thing you can do is give a broad, general answer.
So how do you make the most of this question? Use it as a springboard to introduce the topics you want to discuss. Decide in advance what you want the interviewer to know: Your favorite job experience, your most valuable activities in college, your goals and dreams. Focus your answer by picking one or two things and then use specific details to bring the topic alive.
Example:
I'm a hard worker and I think I generally have good organizational skills. In college, I led a team of designers to create the Web site for each of the University's volunteer organizations…

2. **i) Why Should We Hire You?**
Summarize your experiences: "With five years' experience working in the financial industry and my proven record of saving the company money, I could make a big difference in your company. I'm confident I would be a great addition to your team."

ii) **Why should we hire you?**
Stress your knowledge, work experience, skills, and abilities. Always highlight specifics, not generalities. Anyone can make a bold statement, but what sells you is when you can back it up with proven experience.

3. What are your major weaknesses?
"I used to have a tendency to procrastinate. So now I am always sure to set a strict schedule for all of my projects well in advance and I set personal deadlines. This organization has really helped."
I tend to be a perfectionist.
I sometimes work too hard, leading to unnecessary stress.
I am always working on improving my communication skills to be a more effective presenter.

4. **What is your greatest Strength?**
Just be positive.
Try Our Tip.
You should highlight your communication skill, problem solving skills, your ability to work better under pressure, your ability to focus on projects and your leadership skills.

5. **Why did you leave your last job?**
If You Quit: Again, be honest and stay positive. State that the work being offered wasn't challenging enough, that you are seeking higher levels of responsibility or simply that you are ready to make the next step on your career ladder — and that the job for which you are interviewing is the ideal next step.

6. **Do you have any questions for us? Or do you want to ask any question?**

I'm very interested in this job. It's exactly the kind of job that I'm looking for. What is the next step in the interview process?

7. **What prompted your decision to apply for this position? Or Why do you want to join a Bank?**
The question behind this question may be:
Do you know what motivates you?
How much do you really want this job?
Do you really understand what it takes to be successful in this job?
Why us? How do you know you would be happy in our organization?
Suggestions:
If you apply for positions that match your true needs, this should be an easy question. Link your interest and enthusiasm to the skills and knowledge that are most relevant for the position. Mention what you like about the organization and the people who work there.

8. **Where do you see yourself five years from now?**
Suggestions:
Focus on tackling the challenges within the job to which you are applying. For the longer term, you can underline how you wish to develop your career by developing new skills and knowledge that are meaningful both to you and to the organization.

9. **Do you believe in teamwork?**
You should always say YES. You should have some examples ready to deliver. It should seem that you are a good performer in team rather than solo. Always remember that you should not brag, just say it in a natural tone.
Wait patiently for this question and answer cleverly.
Try Our Tip.
You should highlight the best points that relate to your position of job. Never highlight things, which you can't do.

10. **Do you rate MONEY or WORK more important?**
MONEY is always important but WORK is most important.

11. **Describe your work ethic?**
Try to give benefits of the organization
Try Our Tip.
Always try to show that you are determined to get the job done and enjoy hard work
.
12. **Why Do You Want to join this organisation?**
The interviewer is listening for an answer that indicates you've given this some thought and are not sending out resumes just because there is an opening. For example, "I've selected key companies whose mission statements are in line with my values, where I know I could be excited about what the company does, and this company is very high on my list of desirable choices."

13. **What Can You Do for Us That Other Candidates Can't?**
What makes you unique? This will take an assessment of your experiences, skills and traits. Summarize concisely: "I have a unique combination of strong technical skills, and the ability to

build strong customer relationships. This allows me to use my knowledge and break down information to be more user-friendly."

14. **How long will you stay with the company?**
Short, direct comments that express that you want to stay on board as long as you are contributing successfully to the company and growing as a professional are sufficient. There is no need to discuss how many years you have left on station.

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