

# Interview tips to master

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It is not just a striking visage or sharp intellect that makes someone stand out in the crowd. The magic lies in the lasting impression a well-groomed persona creates. The primary goal is to feel good about the way you look and project a positive image. You will naturally convey confidence and a positive attitude. These non-verbal messages are as important in the interview as the verbal skills.

## FIRST IMPRESSION

Most of us have heard the expression, "A picture is worth a thousand words." Remember this when preparing for an interview. The picture you create will greatly influence your chances of being selected. Most employers form the first impression during the first seven seconds of a meeting.

## CLOTHING AND GROOMING FOR LADIES

Style is an important aspect of good grooming. But the cut, colour and the fabric should be kept in mind while choosing the clothes. One's body type plays an important part. For example, short women should wear long, flowing *kurtas* as it will make them look taller. The taller ones can get away with short *kurtas*. When in doubt, wear a sari. Avoid flashy jewellery; the less the better. No stilettos, wear a two-inch heel if you must. Use a deodorant, avoid perfumes.

## STYLE YOUR HAIR WELL

Your hair should be shampooed and thoroughly brushed. Get rid of split ends. If you let a few strands fall on your face, you will need to keep brushing them back in place, giving the impression that you are fidgety. Avoid such a hair style.

## CLEAN HANDS AND RIGHT MAKE-UP

Well-manicured hands create a good impression. Nail polish is a matter of choice, but only clear shades should be applied. Long nails should be clipped. Apply as little make-up as possible, eyeliner or *kajal* and a light lipstick should be enough. The best make-up is your smile, charm and confidence.

## CLOTHING AND GROOMING FOR MEN

No matter what the style, an ill-fitting jacket or trousers that is too tight, will ruin the whole look. A light business suit is the best option and wear it as often as possible to get comfortable wearing it. A white or a light-coloured shirt with a nice collar should be your choice. The tie should be of a solid colour, with a small

design at most. Avoid floral designs. As with the suit, get used to the idea of wearing ties. Learn how to make an elegant knot. Do not touch your tie while being interviewed.

It is said that the true worth of a man is revealed more by the shoes he wears than his other garments. Select a comfortable leather shoe, tan or black. They should be immaculately polished. Make sure they do not squeak when you walk.

Socks should be of a matching solid colour. See that the socks do not slip. Avoid any form of jewellery; not more than one ring, if you have to wear one. A clean-shaven look is preferable. Use a deodorant.

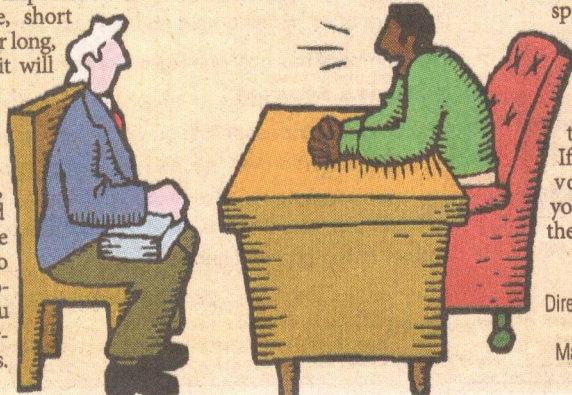
## PRACTISE TALKING IN A MODULATED VOICE.

Take the help of a friend or a family member and keep doing mock interviews. See if you tend to play with an object kept on the table.

Do you tend to stammer, or start speaking fast when asked an awkward question? Practise sitting on the chair without slouching. An erect posture exudes confidence.

Carry a mouth freshener spray with you.

Do not smoke after you have dressed for the interview. If you are nervous, move your toes inside the shoe.



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