



Facing the Job Interview Board

Self-confidence and a positive attitude is a must while you are facing an interview board.

Interviews are said to be a harrowing task for both the interview board and the interviewee. The interview board remains under constant pressure as they are entrusted with the responsibility of selecting the right candidate.

The interviewee on the other hand remains under pressure and sees to it that his resume matches the requirements of the company. The **interview board**, while interviewing, looks for mental alertness, knowledge about the company, job profile, and awareness about the latest developments, skills of negotiation, marketing abilities, and self confidence.

The candidate must begin with greeting the interview board. The **job seeker** is expected to dress professionally and remain cool and composed. There should be no sign of anxiety on your face. Carry all the necessary credentials while you meet the interview board. The **interviewee** must be aware about the company and the services offered by the organization. You must come up with innovative ideas about the ways in which you can help the company reach new heights.

Try to avoid overstatements, even though the fact remains that the interview board is keen to know about you. Try to make yourself saleable. Put before the interview board, all necessary information about your past achievement, relevant skills and abilities. Try and maintain eye contact with the **interview board** through out the course of your interview. Try to avoid cover ups. Ask questions that are relevant and pertinent to your case. You must stress on the job more, than the perks and pays offered.

While you are facing the interview board, take care of the following points:

- You should be extremely courteous; the candidate must wish the interview board cheerfully with a smiling face.
- Shake hands with the interview board, as that will express the way you are feeling. If you are a lady, not many employers might make the first move; in that case you should initiate the process.
- Wait for instructions. Do not sit down unless you are asked to by the interview board.
- Maintain eye contact for effective conversation.
- You should maintain your composure. You should neither look nervous nor over confident. Remember that the interview board is minutely studying your body language.
- You should look interested in the job and confident about the entire process.
- The candidate must stress on the ways in which they can make contributions to the organization.
- You should be a good listener and listen carefully to what ever the interview board members are



saying.

- You can highlight on your past achievements. While facing the interview board, make sure that you are not complaining about your previous employer, or complaining about poor salary. Instead the reasons stated for change must be senior responsibilities and location.
- Do not rush through the interview. Wait for the correct timing. Do not ask for the salary before offer is made.
- If you have any questions, wait for your turn. The interview board will let you ask questions that you may have at the end of the interview.
- In case the interview board is interrupted in course of the interview, you must not take up papers from their desk and start reading them.
- Your speech must be clear and precise. State your aspirations clearly and try not to sound vague. The interview is a platform that analyzes whether you are suitable for the position or not. The job seeker is required to answer the interview board in a way that is acceptable to the board. A professional attitude is a must. Make sure that you are presentable, prepared and punctual. You to dress to achieve success, formal attire are the best way of facing an interview board. Being on time is extremely important. Try to reach the interview on time. It is advisable that you reach the venue before hand. Once you reach early, you get time to relax and prepare yourself for the scheduled interview. Get to know the companies well before you sit in front of the interview board. Little knowledge about the background of the companies helps you to long way.

While you are facing the interview board, make sure that you are not contradicting the board on any subject. You should never criticize any other individual, community or firm. You must control your emotions in front of the interview board. Do not impose or present an egoistic attitude in front of the interview board. Humility and politeness are said by experts to be your winning edge.

See the following articles for more information:

- [**21 Major Interview Mistakes to Avoid at All Costs**](#)
- [**The Best Way to Prepare for a Job Search and Interviews**](#)
- [**How to Talk About Other Interviews in Your Interviews**](#)
- [**How to Answer the Tell Me About Yourself Interview Question**](#)
- [**How to Answer the Do You Have Any Questions for Me Interview Question**](#)