

Answers to such questions must be as brief as possible. The precious time allotted to us to prove our mettle for the job through significant questions and answers should not be wasted by discussing trivia.

Do not take sides

For interviews at higher levels, questions that require answers on controversial issues may be raised.

Never give the impression that you are a bigot. There is no harm in your favouring a side, if you have sound arguments to substantiate your conviction. However, do not ignore the valid points on the other side.

They should also be indicated, and your opinions and inferences presented, keeping a balance. This is appreciated when much can be said on both sides. The board would focus its attention not on which side you support, but how logically you establish your position based on reasonable arguments.

Do not jump the gun

Some candidates often try to be over-smart by beginning their answer even before the interviewer has completed the question.

You should not fall into this trap. For one thing, no one likes being interrupted. Further, the interviewer may have in his mind a question that is beyond what you have guessed. Perhaps he wants to make a statement, and seek your reaction if you should like to oppose it.

Wait patiently till the question is complete and reflect at least for a couple of seconds before you answer. Remember that your response need not be as instantaneous as the return stroke of a tennis player facing a serve.

Be specific

On specific questions of fact in a subject area, never prefix phrases such as "I think", "probably", "maybe", "I suppose", etc. For example if a candidate is asked - "What is the capital of Bhutan?" he should not say "I think it is Thimphu". It is not a matter of opinion. The right way to answer is by just saying - "Thimphu".

Do not let your guard down

During lengthy interviews, candidates may fall a prey to some kind of risky delusion. Although during the initial stages the candidates are nervous, after sometime they begin to feel at home.

They run the risk of letting their guard down and begin to regard the board members as friends or equals. Some candidates may start talking in a lighter vein or crack jokes. Candidates may feel free to open up and present all their personal details.

This propensity certainly damages a candidate's prospects for selection. At every stage, candidates should bear in mind that the interviewers are the job-givers and they are the job-seekers.

Even though some members may speak in a very friendly tone as equals, the candidate has to regard them as his/her superiors at the time of the interview.

Do not blow your trumpet

We should present a true picture of ourselves in the matter of knowledge and skills.

Any attempt to present a different façade is bound to fail before a discerning board of interviewers. Blowing your trumpet or trying to indicate your links with VIPs may have a negative effect. If we indicate our qualifications and experience as required, the rest of the job lies with the board.

Do not get provoked

Attempts would be made to provoke you.

Bear in mind that the board is testing your mental equilibrium and maturity.

For example, a candidate seeking selection as a marketing professional may be tested for his reactions before a difficult and demanding customer who may speak ill of the product which is being promoted.

The member may play the role of the customer using rude or insulting language. The professional, who should know that the customer is the king, should behave with equanimity. If you do so, you pass the trial.

Maintain your composure

At every stage of the interview, you should hold firmly to your self-confidence.

Remember you are undergoing a crucial test that may turn your life one way or the other.

A slight setback should not drive you to desperation.

♦It is quite possible that you could not answer a couple of questions.

♦But that is not the end of the road.

There will be further questions that you can answer.

No candidate would normally answer all the questions with total precision. Still they would be selected for the job.

This thought should come to our mind, when you fail to give the right answer to a question.

Do not acknowledge acquaintances

There is the remote possibility that a member of the interview board may have some connection with you, your parents or your family.

In the interview room, you should not try to discuss this. Act normally, as with any other board member.