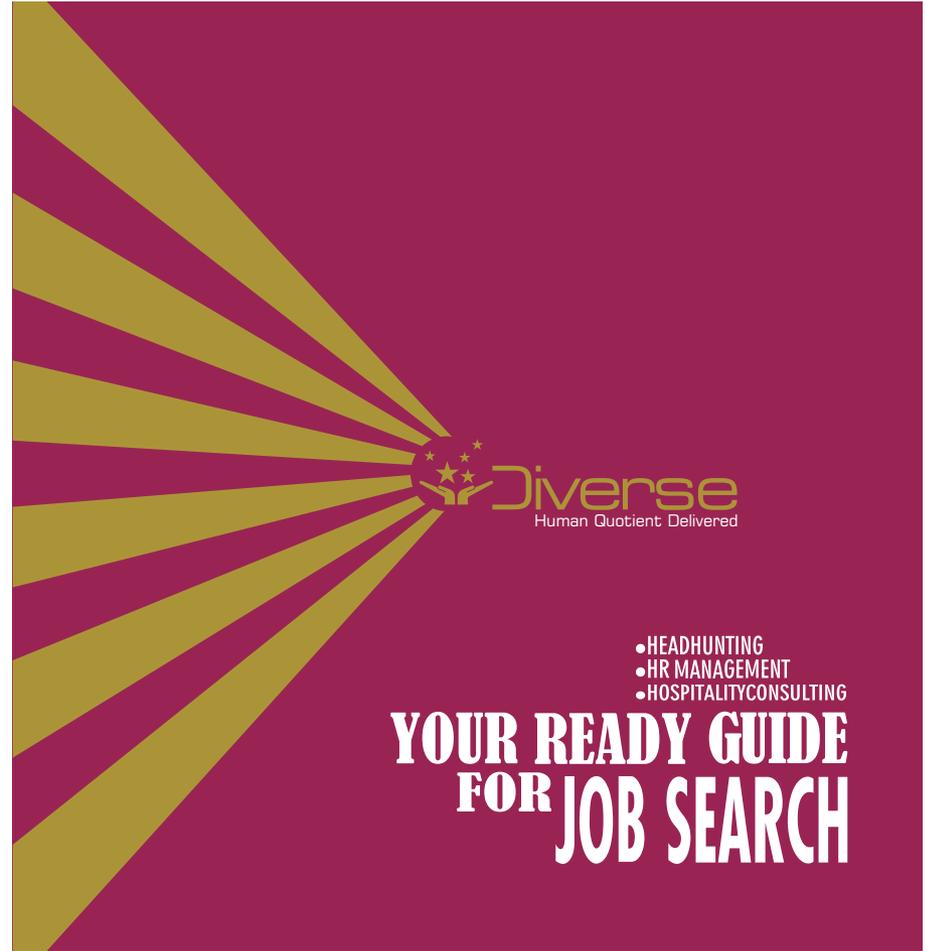




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- HEADHUNTING
- HR MANAGEMENT
- HOSPITALITY CONSULTING

**YOUR READY GUIDE  
FOR JOB SEARCH**



## How prepared are you for planning and conducting an effective job search?

If you are reading this booklet, chances are that you've just landed a job interview and you are feeling a bit anxious about the meeting.

Go on; read further and quash your pre interview jitters. What we are about to share with you will help you conclude a successful job search and lead you on to a glorious career.

The following dress code is considered to be suitable for all interviews:

### Formal Dress Code

Males : Dark Colour Business suit with white long sleeved shirt and tie.

Women : Dark Colour Business suit with a matching blouse.

### Semi Formal Dress Code

Males : Dark trousers with a light matching shirt and a suitable Tie.

Women : Conservative Colored Salwar Suits/Saris.

Polished formal Leather Shoes with dark matching socks.

Well-groomed, Neat conservative hairstyle.

Trimmed & Clean fingernails.

Minimal perfume or deodorant or after shave.

No visible tattoos or pierced rings. Small earrings for women acceptable.

Clean Teeth and Fresh breath.

No chewing gum, mint or other objects in your mouth.

Minimal jewelry such as a thin wedding ring, wristwatch. Necklace should be hidden inside clothes.

No body odor.

Thin folder containing CV, Certificates etc.

Finally, check your attire in the rest room just before your interview for a final check of your appearance.

The following points have to be kept in mind during an interview:

- Sleep well the night before the interview. Look fresh.
- Never fabricate or put inaccurate information on your C.V.
- Always carry your Biodata, relevant certificates, previous appointment letters, promotion letters, salary slip (latest) etc. along with you for the interview to be produced only when requested.
- Do your research about the company, background, promoters etc. prior to the interview.
- Always carry a pen for the interview.
- Remember to keep your mobile phone in silent mode (preferably switched off) before you enter the interview room.
- Never smoke atleast 30 minutes before your interview. Alcohol consumption is a strict no.
- Arrive well ahead of your scheduled time of interview, atleast 15 minutes before time.
- Always mention all parts of your remuneration including salary, perks, incentives, reimbursements etc. when asked for during the interview or while filling pre employment form.

**Q.** .Can you tell me a little bit about yourself?

**A.** I am currently working as a (mention position) with (mention company). I am responsible for (mention tasks in brief). I have completed (mention educational qualifications with highest qualification first). I am (mention marital status) and stay with (mention family members) in (mention place). I am here to interview for the post of (mention post) and believe I have the necessary skill sets for the position.

**Q.** Can you tell me a little bit about your current job?

**A.** As a (mention your position) for (mention your industry/section), I have achieved the highest (mention target) consistently for the last (mention period) which is my key Result Area.

**Q.** Tell me about any failures you may have experienced in your present job?

**A.** I was challenged with the task of working with a large team and had to be in the middle of many internal team conflict. Although challenging, it taught me the importance of team work and managing conflict.

**Q.** What do you think are your weaknesses?

**A.** I am working on improving my computer skills. My goal is to become an advanced user in the next three months.

**Q.** Where do you see yourself in about five years from now?

**A.** Having spent five years in the organization, I see myself playing a critical role in the (mention the department you are working for) as part of the senior management.

**Q.** Why do you want to leave the current organization?

**A.** I believe my learning in my current organization has slowed down. The position you are offering gives me an opportunity to expand my skill sets and allows me to take on increased levels of responsibility.

**Q.** Why do you want to join our company? What do you know about our company?

**A.** You are the market leader in your segment and have a presence in (mention location & reach) and I want to work with the best.

- Ensure your resume is not more than 2 pages.
- A good covering letter with a photograph is a good starting point.
- Information should be mentioned point wise as it is easy to read.
- Ensure that there is no repetition of tasks or information.
- In the Experience section, start with your current/last job and then proceed in reverse chronological order.
- If you have completed your Graduation, it is not necessary to mention completion of SSC or HSC as it is assumed that you have completed it.
- Mention tenure in each job along with month and year clearly written.
- Ensure you mention essentials like Date of Birth, Current Address, Marital Status & Contact details such as Telephone numbers & email address.
- Personal but unessential information such as Religion, Caste, Height, Weight are not required to be mentioned unless the job specifically demands it.
- Remember that your resume is a prelude to an interview, hence avoid mentioning too many details and keep some information for the interview.
- Keep in mind that the resume is your first point of contact with a prospective employer. It deserves proper attention and honest effort.

Find out the normal industry standards with regards to salary jump. Keep similar expectations. Unrealistic jumps (way higher than industry standards) usually come with a catch.

Understand different salary components and their meanings e.g. CTC, Net, Gross, Meal Vouchers, Gratuity, PF, ESIC, etc.

Be completely honest with your recruitment consultant and take genuine advice. Consultants handle recruitment assignments day in and day out and can be considered experts in their field (atleast better than you)

Never get pressurized by consultants. Take their advice but make you own decisions.

Be careful while paying money to consultants and take proper precautions.

Always maintain a high level of professional courtesy during the entire process of job search. Call in advance if you are going to be late for an interview or unable to go. Call, apologize & reschedule.

Regularly visit job sites such as naukri.com to keep yourself updated about suitable openings matching your profile.

Ensure that you regularly update your resume posted with the website.

Most websites have an option to hide your resume and be accessible only to certain users. Use it if you require confidentiality in your job search.

Most job openings on the internet will have a contact number. Feel free to call and enquire about the opening and ask for details.

Get your resume audited by friends and advisors before posting it on the internet.

Make it a habit to check your email account regularly to access updates or news from the job portals.

Remember, that the internet does not guarantee instant results. Be patient and results will follow.

## TOP TIPS FOR A TELEPHONIC INTERVIEW

If the telephonic call for an interview happens when you are busy/unable to answer the call, politely mention the same and reschedule or else call them back at a pre scheduled time.

Always greet the interviewer the time of the day before the discussion.

Listen to the question. In case you do not understand the question or the voice is not clear, request the interviewer to repeat the question.

Keep your answers short and to the point and ensure that the answers do not go beyond 30 seconds each. Never talk without stopping and keep your speed normal, not too fast or too slow.

Keep a copy of your resume and pen and paper ready during the telephonic interview to make notes or write down information.

Never talk of any controversial topic during the telephonic interview.

Never use any slang words during the telephonic interview.

Be positive and try smiling during the interview. The smile reflects in your voice.

After the interview, thank the interviewer for his/her time and wish a nice day.