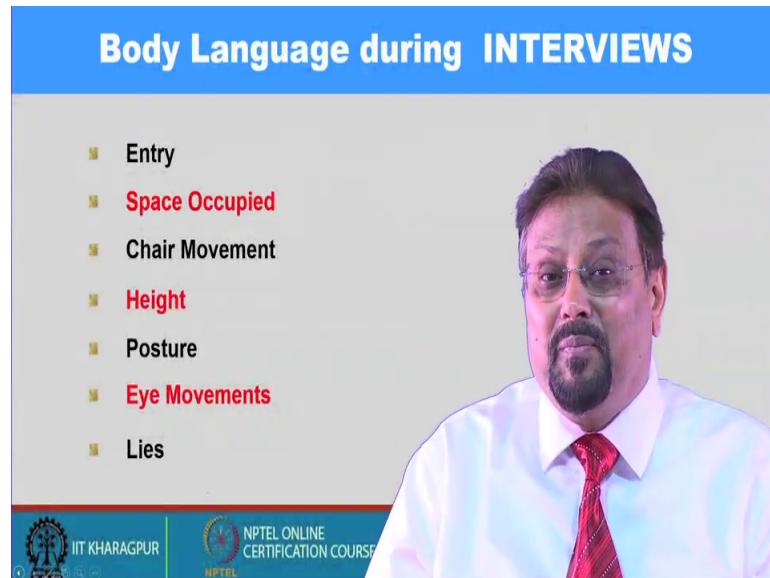


**Soft Skills for Business Negotiations and Marketing Strategies**  
**Prof. Uttam Kumar Banerjee**  
**Department of Architecture and Regional Planning**  
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**Lecture – 36**  
**Body Language During the Interviews**

(Refer Slide Time: 00:14)



Good morning friends, I am talking about the body languages, see my first premise of this discussion is that I am talking to the persons who are going to go for interviews, let me clarify again you are going for an interview for a job, but it may be that you are going for an interview to meet some celebrities and somebody else, you are going for an interview for negotiation, see interview for negotiation means what, that you are going to go for a discussion here the interviews are during negotiations you will be asked a lot of questions, it will appear to be almost like an interview. So, all these points which I am talking about you know it is irrespective of the age of the person who is an interviewee, you do not have to bother about what age you are just look at all these body languages and try to do what is right.

Let me go into the details of this. So, what I have said entry, space occupied, how you enter, how you occupy a space, let me give this you know elaborations with respect to interview room, I will not talk about the reception lobby anymore, let me talk about the interview room as if you are entering an interview room, how do you occupy a space

given to you, how you move your chairs, and how do you take care of your height, and what should be your postures, what should be the kind of eye movements, and should you lie or should you not.

(Refer Slide Time: 01:45)

The slide features a blue header with the text "Body Language (Interviews)". Below the header, the word "ENTRY" is written in red. A bulleted list follows, containing four items: "How to Open and Shut the door", "How you Nod and Wish the Interviewers", "How you Walk to the Chair", and "What do you do - If not Asked to Sit". A video inset on the right shows a man with a goatee and glasses, wearing a white shirt and a red tie. At the bottom left, there is a small "1 of 7" indicator and logos for IIT KHARAGPUR and NPTEL ONLINE CERTIFICATION COURSE.

First is the entry, see it is very critical how you open the door first time when you are entering, also very critical how you shut the door when you are leaving very, very critical see the thing is when you open the door, never open the door half way, see try to under visualize it the door has a cutout then the frame and the shutter.

The door has a hydraulic door closer. So, when you are pushing is trying to push it, back never open the door a little and then you know peep through, never do it if you want idealist you open the door to a good extent, you may not open it fully at the same time you do not do it very fast very quietly, turn the knob push it inside, and then show your whole body, it is very in courteous to show your head inside and your torso outside. So, entry is very important, and that makes a lot of impression initially when you are doing it.

So, how you open the door again I am repeating you turn the knob open it almost halfway through. So, that somebody can see your full stretcher through that, and then you seek permission may I come in, and if you are said yes please do come in, then what you do is you do not enter and leave the door like that do not, usually what people do is the once permitted enters and then behind the door is shutting by itself, never do it you

open the door with the permission you go in turn it towards the door and see to that is being closed.

You help the door to be closed, once it is shut then you turn around, but everything will happen in few seconds, but give that seconds pay attention to this. So, summary is do not open the door full swing, number 1 do not open the door with a very high force, number 2 do not open the door a little bit and peep through before while seeking permission, do not do it at least half you open take permission then you take your body inside, turn towards the door allow the door to be shut, and then turn towards a interviewer, that is how the whole entry is similar is for shutting.

What you do is you do not see now it is from inside, you turn the knob open it full swing like this, and then you barge out and the door shuts behind you, do not leave it like that you turn you know turn the knob open it at least half, take your body outside hold the outside knob, and allow and bring it to the position and leave it without making any noise. So, during entry or during exit, the door should not make any noise created by you, if there is a screeching sound automatically there in the mechanical system of the door you do not bother about it, and sometime I have seen in some cases the hydraulic door closer is not working properly.

So, once you live it and it goes bang behind you, know these are very, very disturbing. So, how you open now you shut you have to learn this trick, how are you not at the entry, and which the interviewers, see you sought permission to enter once you have found checked the door is properly shut, then you nod to the interview board if there are more than one person, then you should not you know you should not to everybody, but not like you know nodding at each and every individual, no do not do that basically what you do is you nod like this you know you are nodding starts with like this and then end at this particular point.

So, your head is nodding only once, but with a swipe right this, you do not have to do every time for individual, the first thing what you do is try to identify who is the leader of this particular interview what; that means, the chairman, now the way I said is a professional interviewer who is likely to hold the file, but sometime let me put a note of cautioning, some time what happens is the secretary of the interview board is holding the

file, do not get confused, if the secretary is holding the file and you think that is a person who is a professional interviewer fine that is right.

But he may not be the chairperson, you should be smart enough to identify who is the chairperson out of that, and if you cannot really make out then in that case do not take any chance you almost nod to everybody, you know single swipe nod to everybody, that is how it is entry is very, very important it is just like dramatics the entry of an actor makes the first impression, same is in the interview entry of the in person a candidate makes the first interview, not only that even the exit makes the lasting impression, I talked about this earlier as well. So, how you nod and wish the interviewers is important, how you walk to the chair, see the interview room may be a small one or it may be a large one if it is a large one then that table may be quite at a distance from the door, and there the tricky thing is there are, so many chairs and out of the so many chairs, many of the chairs are occupied by the interviewer you, but you do not know which one is the chair assigned to you.

See quite often, the interview team itself will make such indications to you, that on the table is like this the chairman is sitting on that side experts are sitting on the sides along this particular is they will put only one, chair and that is for the candidate. So, you know that is your chair it becomes easy, but in case they have 3 chairs then where you do sit, in such case if nobody is sitting on those 3 chairs and now you have the option where to sit always select the center one, sit on the central one because once you sit at the central one then you are evenly balanced axially, means you are sitting here the chairman is sitting in front all of the experts on either side, if you sit in a corner then it makes a big difference, that one set of experts are very close to you another set of experts are at a distance, and not only that your body takes a different angle and that is not right you should be always sitting you know perpendicular to the edge of that particular table, and if just to test your skill, if the interview board deliberately gives too many chairs over there it happens quite often, like say there is a big table experts are sitting on this side the chairman is sitting on that side secretary is sitting next to them.

Next there around this side there are 6 chairs, where would you sit would you sit on the last one, central last one, or the middle row middle one, or near the edge of the table the central one, or the end one it is a very tricky thing and in such kind of situations, what you do is you will be always sitting on the edge of the table and the center chair, it is not

only for your interview cases friends, whenever you are going to meet somebody for any purpose, if you find that there are so many chairs or too many chairs opposite to the chairman, then always try to take the central chair on the edge of the table suppose there are 3 rows of chairs, I have seen many such cases where 3 chairs 3 rows of chairs, 1 2 3 next 1 2 3 and next 1 2 3 and that is the edge of the table, and all other chairs are all the chairs are empty, now it is your choice where you are going to sit my suggestion is never enter that particular chair aisle through the back side never.

Go towards front on the edge of the table, then skip the corner one then take the center one, you know basically what happens is you will do this very, very subtly very, very deal you know with dignity not making a lot of noise too much of changing of chairs and all that, you will just simply move turn skip the first one enter your body through this sit on the center one, that is how it is. So, how you walk to the chair is important, and if it is a very small room and then you find that there are 3 chairs opposite to the interviewer, and all the chairs are almost touching the wall it is a very precarious situation very dangerous situation, where you do sit and suppose all the chairs are of swivelable nature, and they are very heavy chairs and swivelable nature which one will you sit in, always try to set opposite to the chair person, if it is only one interviewer, sit just opposite to the interviewer, if there is a group of interviewers try to sit opposite to the interviewer chairman of the interview board and if there are too many chairs, which are you know clocking your situations in such case make a smart move to shift the corner chairs a little away, you know take your body inside and sit in the central chair that is how it is.

So, entry and then this walk to the chair is very, very important, but the situation is what do you do if not asked to sit, I give a hint in this earlier now there are some gestures deliberately you know manifested by the interviewer, when they are not asking you to sit, in such cases what you do I give you a hint that you may make a little bit of this kind of sound to catch their attention you can, but I will tell you this kind of sound like these are not very courteous, do not do that, you wait for few seconds look at if anybody is watching you or caught your attention, if not then you say good morning sir just say good morning sir, definitely the voice level should be such that at least one person nearest to you should be able to hear, still if you find that they are not paying attention then you should be very sure that they are playing a game, and they are playing an act by

showing that they are ignoring you, then you say good morning sir a little extended one, but never be rough never be arrogant.

Give that kind of you know gestures and then if suppose yes good morning sir can I sit or may I sit, just ask this question and if you will find that the whole thing will go into a. So, nice soft sweet courtesy that you will be immediately said sure we please take your seat you know, but take it for granted entire thing was a drama being played, very well-orchestrated drama. So, if you are not asked to sit make sure that you catch attention of at least one of the interviewer, and then you have a pleasantry exchange or pleasantry in terms of like say good morning or good afternoon or whatever depending up at the time of the day, and then you request for a chair, if they are not offering you a chair within say 10 seconds then it is your turn to grab the chair the grab, the chair me is not my holding it and sitting over there take permission to sit on the chair, these are the things which you have to learn.

(Refer Slide Time: 13:28)

**Body Language (Interviews)**

**SPACE OCCUPIED**

- How much is Your space
- Movement of HANDS ???
- Leaning Forward
- Leaning Backward
- Spread the Papers

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The slide features a video inset of a man with a goatee and glasses, wearing a white shirt and a red tie, looking directly at the camera.

Next is there in terms of space occupied, the question is how much is your space in an interview board and focusing on the interview board alone.

How much is your space, first of all the chair which you are being offered is your space, and if it is a swivel chair you know rotating in all directions the entire of this is your space, but that does not mean you will be using the entire space, you should not see if you're on a swivel chair your angle should not go beyond 30 degree on this side, or say

from here 30 degree or beyond 30 degree on this side; that means, within 60 degree your chair can you can move, do not ever turn if I analyze this ergonomically, ergonomically you do not require more than 60 degree for seeing others, because within this 60 degree view cone you can see everybody with a very clear vision, beyond that the vision is slightly blurred, to have a clear vision you have to move your head or eye lines view lines like this, but standing you know sitting straight like this if you take 60 degree view cone, within which you can see everyone, and if that is the limit then you are also you are at the most if you now turn your chair 30 degree on this side, then what you have is 30 degree your view cone that you had plus additional 30 degree because your view line also has shifted.

So now you can have one 20 degree view alright. So, if you take any further it goes you know in courteous and not necessary unnecessary rather. So, how much is your space, that chair that you have been given how much is the space on the table, it is only up to that level where you have your items to be carry items to take place, I said earlier architects, fashion designers, artists, when they go for interview they carry a portfolio which is you know about say A1 size, portfolio they do require that much of space, but suppose you are not given that space then what do you do, you want to keep your portfolio, but you find there other reports and all you do not have any space for the portfolio, my suggestion is do not start pushing their items because on the table whatever is kept is the interviewers items, you have no role to play with it, you can seek permission saying can I just shift a bit can I shift this thing a bit, if you find the reaction is yes yes please do two things, they will do one is either they will say please do shift or the second thing is they will volunteer to shift, it or ask somebody to shift this make space for you.

But the once they made the space for you the entire of that particular space where your portfolio is going to be sitting is your space not beyond. So, your space on the table and space on the chair is very, very limited and in case you find that they are not being able to give space over there, then what you have to do is you have to keep your folder or the portfolio below, and when you are keeping below be very careful it is well rested on something otherwise it will just fall flat on the floor, quite often the you know it the people mess up with their portfolios or materials they do not know what to do with it, you remember I gave you an example that somebody if suppose then somebody is

carrying their every items in a plastic packet which is generally given in the textile shops, and then the whole thing is kept on the table the moment they unfurl it makes a lot of noise, and when once somebody takes off the papers out of that it makes a lot of noise, and then if you fold it back and keep it here makes a noise.

So, 3 times noise made once it is being and opened, the same 3 times will happen when you are going to take it up and then load it again. So, be very, very cautious about how much is your space, then comes the movements of hands see movements of hands is very much connected with the space, that you have been given most often you know say people try to say it like, this or people try to say it with the hands on the table or people side try to sit with the cross hands on the table, but you do not have to really do all these kind of gestures, because we know do not be very specific to a single gesture it may. So, happen that most often you try to see that your elbows are resting on the arm rests, if you have a chair with the armrest, then try to put your elbows resting on the chairs, on the armrest and your palms on the table, and you can always change your straight no postures or gestures one ever whenever you require to use your hands, but quite often. So, happens if that you know if your interview is going on for long, and then you need to have you know your hand movements of finger movements then sometime it may. So, happen like this sometime it can happen like this, sometime you know say it is it is say this kind all these are the gestures which has to be conducive with the kind of situations which you are trying to explain.

But otherwise elbows resting on the armrests, and the palms on the table, try to practice it you will find that you will be very comfortable, but do not be rigid I have seen many people that even if there is an armrest they try to keep their arms between the arm rests; that means, the whole body is not constricted never do it, make your body very free, and then comes the space awkward leaning for when you lean forward most often when you are sitting you know you try to sit straight like this, but do not be very, very straight like this as if like you know regimental straightness, no be comfortably straight and then you lean forward when you have to really lean forward to communicate, but that leaning forward should not have much of a discomfort after your body level, at the same time should not look your posture to be in unnatural positions, but most often I will suggest that in your interview do not have a very relaxed situation like this as the way I am



sitting now, do not try to show that you are very relaxed in the interview who do not have to be very formal. So, your torso should be always straight.

Do not have a reclining even if you are given a reclining chair, during the interview during the negotiations during the sales do not use the reclining chair for resting, your body should be straight, and say it is straight to the level of comfort, though you have been given a chair like this, because the moment you show relaxation like this a relaxed posture of this you know it starts playing in the mind of the interviewer or the person like say buyer or something, that this person has taken the whole deal for granted, this person is taking the situation in his own favor that is why he feeling. So, relaxed. And so, he is demonstrating his relaxations by relaxed mind by reclining on the chair, do not give false impressions, these are negative impressions be straight. So, you lean forward whenever you really have to, leaning backward is the reclining one which I said that do not, but too many times you also do not do this means do not sway your body forward and backward while discussing, do not most often you try to be in this position and change your hands positions of the palm positions the way it is required.

Mind it everything matters, impression is something where people have no control, you cannot control others impression towards you, you can generate an impression you can spoil your impression, you can generate a positive impression, you can also generate a negative impression, you spread the papers I have given only to this example when you are spreading the papers, do not spread it too wide do not spread it too wide, your spaces you say privacy you take it for granted there whatever is the width of your arms of the chairs, armrests of the chairs and just extend it to the table, up to the extent say whatever is the width that you got half of that is your depth, that is the area which you have been given and be within it then comes the chair movement.

(Refer Slide Time: 21:41)

**Body Language (Interviews)**

**CHAIR MOVEMENT**

- The Sound
- Extrovert's manifestation
  - Pull it with jerk
  - Leave it as it is
- Introvert's manifestation
  - Pull it softly
  - Push it back

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Never make sound during chair movement, see the thing is quite often I found that if suppose a screeching sound has come, because the people did not the person who has moved the chair did not really notice the stays at the base where there is a rubber or with it is a metal exposed, and just accidentally when the chair is being dragged on the floor it made a screeching sound, immediately everybody gets hurt on the ears, you know the smart way is if you want to drag the chair first you look at the base of the chair, and see are they having casters if they have the casters then you can always shift the chair, but if they do not have it then you very swiftly very quickly look at all the 4 legs, and see are they properly rubberized rubber buffered if it is you drag it, if not we just lift it see this is of. So, subtle kind of things which you have to do it cannot be really trained, I can only express this if you see that the metal frames are resting directly on the on the floor, and the floor is of hard material not carpet the carpet will have absorption no sound, but if it is a floor then you take it for granted the moment you drag the chair it will make 4 legs screeching sound.

So, the best is just lift it half an inch, shift it place it sit down. So, the sound makes a lot of difference there are 2 good things you know the manifestation which will create an impression, extroverts manifestation is if you say take a chair or draw a chair and sit down extroverts, manifestation is pull it with a jerk like this, and then while when finished leave it as it is, that is the extroverts manifestation, extroverts will not bother about others comfort or discomfort, we will just drag it because he has been asked to

draw a chair take a chair and sit, and he will also not bother when to do what to do with the chairs because he is explore extrovert he does not mind, because he is used to this kind of things, and the introverts manifestation is pull it very softly and once the interview is over then push it back wherever it was, sometime the interview board may say leave it leave the chair where it is, if it is said there are two options you either leave it gently saying thank you or else you may say it is ok, push it back give an indication that you are trying to help it is ok, push it back, but do it very, very softly most often whenever you are using the chair movements you know doing the chair movements, you try to follow the introverts manifestation not the extroverts manifestation.

(Refer Slide Time: 24:40)

**Body Language (Interviews)**

**HEIGHT**

- Impression of Authority and Power
- If you are Tall
  - Remain Straight
  - Don't Stoop
  - Don't Overshadow

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Then comes the height, see height gives an impression of the authority and power, a tall person automatically catches attention of everybody around, but that authority and the power which you have imbibed because of your height, should not be misused or overused, how does it matter if you are tall, you are here to face an interview. So, your softness your politeness your suaveness your dignity added with your height should be the kind of manifestation, it should not give any indication of your power that you are taller, because amongst the interviewer there may be some people who are shorter than you, and you should not look down upon them. So, your heights that you have it is a bonus that it catches attention and it gives you a little impression of authority and power use it, very softly without making others you know conscious about it then comes.

So, if you are tall then suggestion is you remain straight, just because you are tall you do not have to stoop and remain straight, if you are standing remain straight, then ask him for a chair or ask your permission to sit or you have been asked to sit, but till then do not bend do not stoop do not overshadow, if suppose it is something like, suppose you have been asked to demonstrate something for which you have to stand up, when you stand up at that point of time also your posture has to be such that you would not stoop much you will be standing straight and trying to explain, do not stoop just because you are tall this is very, very important. So, your height if it you are tall you have an advantage, but do not take advantage of it.

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**Body Language (Interviews)**

**POSTURE**

- Don't rest your chin on the palm
- Don't remain in Steady posture for long
- Change the posture Occasionally
- Don't Harmonize Change of Posture

**Listener's**

- Breaking a Posture - Negative
- Leaning Towards Speaker - Positive

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The slide features a photograph of a man in a white shirt and red tie, resting his chin on his hand, which is used as a visual example for the 'Don't rest your chin on the palm' point.

Next is the posture, in this I have discussed lots on these heights and postures in different terms whenever have I was talking about your grooming and other aspects, but there are certain more suggestions, do not rest your chin on the palm do not do this during interview.

Do not do not do this during interview; that means, your hand should not be used with your, but facial part, never means unless you have to do something like this, or this just you know for a second because maybe some discomfort you are getting over here, other than that your hand should not reach your head. So, you are not going to do this. So, there are hands and the face should be kept, as far as possible separate, at the same time do not remain in steady posture for long this I had given a good amount of examples

earlier. So, if you are standing do not remain steady in the same posture for a long time, but at the same time do not change the posture harmoniously change it occasionally do it. So, subtly that people will not understand or realize that you have changed your posture, but standing straight like an arm and answering is not a very good thing, you should look comfortable, do not harmonize change your posture I have already talked about it. Then listeners see when somebody's listening to you get some signals that is the body language of you know the person who is listening.

When somebody is breaking a posture it is negative, means you do not break the posture somebody is sitting, and you know listening to you and when he breaks it you take it as a clue that he is no longer interested in your discussion, unless there is also an alternative to it somebody broke the posture and came towards you; that means, lean towards you he is paying more attention, but do not confuse this with the breaking the posture in general; that means, somebody is sitting and listening to you and then suddenly he breaks a posture like this, and you should take it as a sort of negative; that means, no longer he is interested in your discussion, or you are not being able to catch his attention, leaning towards the speaker is a positive; that means, this is what I just now said that somebody was sitting like this and suddenly break the posture, you take it as you know negative indication negative signal, but the moment he leans towards you it becomes positive, that is how you should analyze it.

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**Body Language (Interviews)**

**EYE MOVEMENT**

- Eye Contact
- Dilation of Eyes
- Constriction of Eyes
- Swaying Eye balls
- Frowning

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The slide features a video inset of a man with a beard and glasses, wearing a white shirt and a red tie, speaking. The background of the slide is light blue with a darker blue header.

Then comes the eye movement I have talked in detail about the eye movement. So, what is important is eye contact, dilation of eyes, constitution of eyes, and the swaying of eyeballs, and this I will give some suggestions.

See during interview you try to keep maintain eye contact with everybody number 1, number 2 is you know dilation of your eyes gives a softness to your look this I have discussed earlier. So, your eyes should be dilated, constriction of eyes shows rigidity in your minds and the viewing. So, constriction you do not never have in the interview, even if you are not liking the questions, even if you are losing a battle, you are losing the game, you are almost losing the job, but let the dilation be consistent in your eyes till you leave this particular room, after that you do whatever with your eyes, but till then the dilation of the eyes should be there it should look soft, and people should feel very comfortable talking to you, but one thing is swaying the eyeballs, this let me tell you what, see suppose in front of you have the chairperson, and you are looking at him and on sending to him at that time you know you are your eyeballs are moving from here to here, your face is not moving, but your eyeballs are moving swaying from here to here basically what happens is when you are also into the chairman you are trying to judge the reaction of the other persons, you know I will tell you are not very aware your eyeball movement is a very sense everything immediately it will be caught attention.

So, whenever you was looking at somebody, your do not sway your eyeballs, do not sway if you really want to look at turn your head, view line you change your view line, but never look like this swinging eyeballs is treated as a very negative one, and the frowning never, never show disrespect by frowning to anybody during interview, your face should be a very pleasant face all through even if you are disliking I said it is nothing but a drama it is like a play, you are acting even if you are disliking the questions, you are disliking the reactions of the experts the interviewer, yet your face should be looking. So, pleasing. So, dignified eyes should be dilated even if you are very sure by the time you are leaving the interview room, that you are not likely to be selected still you go back with that.

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**Body Language (Interviews)**

**LIES**

- Responding to Questions
  - Involuntary Movement of Hand towards Face, Neck, Hair, Ear lobe
  - Impression**
    - BLUFFING
- Taking Time to Think and Answer
  - Long Pause
  - Impression**
    - Lack of knowledge
    - Lack of confidence
    - Bluffing

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Then comes the lies, interestingly what is this lies, there are certain body languages here. So, to do with the lies during interview suppose some questions are asked and the person is lying I give you some examples image just some time back, you know it can be caught the lies can be caught, how, the moment somebody tries to give a false answer a wrong answer wrong answer means lied answer not wrong answer.

When somebody gets a wrong answer, it is only the answer that the person thinks is right, but actually it is wrong, that is a wrong answer, but that is not lie that is not lie, only thing is he did not know the answer he thought this is the answer that is not lie. Lie is knowing fully well that what he is saying is not right is lying, what happens is there is some involuntary movement of hand towards face, neck, hai hair, earlobes, it happens you know when there is some kind of such movements then immediately the reaction of the others is that he is lying. So, you know there is a saying that this person can lie with a flat face, flat face means he looks straight very straight forward and lying that is an art, hopefully we do not adopt this art do not lie with the flat face at all, but at the same time I will tell you the moment you start lying, and you know that you are the receiving ends you may you are desperately looking for this job, but you may not be selected. So, all your negative thinking is going on parallelly when you are answering. So, at that time if you think that by lying you will be winning the race, in such cases your involuntary hand movements will start, you know you will find that you know say anything may happen

you it sometime you will be touching this, or you will be touching this, I think the answer is you know the hand will go involuntarily.

So, these things are very clear body languages and the experts with their repeated interview taking they can make out that who is lying, taking time to think and answer through a long pause is also an indication that he is trying to lie, if you know the answer see my suggestion is very straightforward, if you know the answer you get the answer, if you do not know the answer then you express confess that I do not know the answer, very simple, but if you are trying to cook up the answers by lying, in that case definitely you require some time to think, see you may require the time to think to remember the answer, but the point is if the answer was. So, straightforward then you do not have to really trust your or say hunch your memory or archives, you know it automatically will come in any question, that if you know the answer the moment you are asked the question you may not give that right absolutely correct statements, but the thing is at least very close to the correctness you will speak immediately, but here what happens is if you are now trying to cook up an answer by lying, you will take time, and the moment you take time think and trying to give an answer with a long pause the first impression is that you have lack of knowledge you do not know, the second one is you have the lack of confidence, and the third one is maybe you are bluffing you are cooking up.

This is these are the different kind of body languages which you will go through once you go as an interviewee, now up to this I have discussed, further I will be discussing a few more things I will give you some dos and do nots, for interview very quickly very quickly see the thing is.



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Quick tips on interviews dos and do nots, I will not elaborate this much I have talked enough on these. So, I am just putting it forward one by one.

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The dos, be normal, have a soft smile, not cunning or over smart never be cunning or over smart during the interview, because if you are smart the people sitting in front of you whether is a single person or a group they are equally smart if not smarter than you. So, I have a soft smile not cunning smile not over smart smile, consider them to be your friends or seniors, the interviewer considered them as your friends or senior, do not think

that they are selecting you. So, they are a job giver think them as your seniors, consider them as smarter than yourself, that is a best play consider them as smarter than yourself then if you do not know you simply say I do not know I would be happy to know the answer, very simple way of doing it handling this sit normally, sit fairly straight.

Restrict hand gestures, basically what I am saying here all these I have elaborated somehow the other through soft you know soft skills and gestures postures and grooming and all that. So, these dos always keep in mind, how you use this particular discussion that I am doing is, once the whole lecture is over you read it over and over again, try to understand the situations and my suggestions, and then you follow the dos very categorically and follow the do nots very categorically, you will be successful I am sure about it because I have tested this and I have also been you know confirmed by people who got the jobs after listening to me, that they have been successful because of following this then comes the other dos.

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**DO s**

- Give impression - you **REALLY WANT TO HELP**
- **FIELD EQUITABLY** for question from all
- **LOOK AT OTHERS** when there is a pause
- Identify the **KEY PERSON** and Focus on him
- Maintain an image that any other group would be **EAGER TO HAVE YOU**
- Remember - This is **NOT YOUR LAST CHANCE**

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Give impression you are really want to help, you really want to help give an impression to the interviewer that you have come here to give an interview not for taking the job, but to help them to get yourself selected.

So, that you can help them, you know this is how you look at it is a positive way of thinking then feel equitably for questions from all, look at each individual very pin pointedly and answer, it suppose this person asked you a question you look at him

answer him then wait for the next person to ask or turn your head to the next person. So, that you are at least as if you are requesting him to ask you a question, but everybody should be fielded well. So, field equitably never ignore any of the interviewer, see take this very seriously this suggestion, if there are so many expect a question from each one of them, never ignore somebody, never if suppose somebody has not asked any question then after you have answered all those questions you look at him request him, means at least give up you know indication that you are ready for answering his question, field equitably then look at others when there is a pause, this is important if there is a pause then look at others.

Try to see their reactions, but these are all subtle split second activities which you have to do it, if there is a pause just try to have a you know roving eyes across everybody, and there will be another questions shot at you, identify the key person and focus on him the chair person if possible some time the chair person is personally appearance wise may not be as smart as others, you might find the chair person is very soft, sober, very simply, dressed sitting somewhere in the corner, this is also game plan chair person not necessarily will sit in the center every time, because he wants to judge your reactions to the whole group you know. So, sometimes chair person plays a very critical role he sits as a very nonentity somewhere in this, chair person does not mean that he is going to conduct the whole thing he might have given the responsibility another person so, but if you can find out who is the chairperson try to focus at him, how you know I can give your tips, how would you know that who is the chair person over here, you will find that there are see whenever the interview is going on and people around you know asking, you questions you will find that one person is being you know whispered at the ears repeatedly by one or two persons around you will find that.

If you find that there is one person sitting in that corner, and the other persons on either side is repeatedly giving some you know very frequently giving some inputs to him, you take it from granter the he is the chairperson or he is the key person, because basically what are they giving the feedbacks the feedbacks is their reaction they are giving it to the chairperson. So, take this into consideration, then maintain an image that any other group would be eager to have you very, very critical, you do not think that you have come here begging for job, make an impression make your image is such that you have come here to help them, but you are all they should feel that they should be having you, or else

maybe there are other groups who are eager to have you, and that increases your chance or probability of getting selected, remember this is not your last chance, always consider that this interview is not your last chance.

If you do not have that fear, means start with this first always going for an interview thing this is not your last interview, means this is not your last chance if you are not selected here, you will be selected somewhere else, if you start with this your fear complex will go out, if the fear complex goes out everything else will fall in place, that is how the whole interview has to be attended, friends go through this whatever I have discussed so far in this particular week, and then after this I will discuss a little more on this maybe and then I will take you to a segment for group discussion, the situation is slightly different facing an interview alone, and being selected, another is facing or participate in a group discussion and being selected these two are not the same kind of game, but; however, the body gestures the body languages and all such things are very, very important, but very quickly.

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**DON'T S**

- Don't look **NERVOUS**
- Don't be **CASUAL**
- Don't **LEAN** back
- Don't **STOOP**
- Don't try to **ACT SMART**
- Don't look **TENSE**  
(even if you **ARE** internally)

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Do not look nervous, do not be casual, do not lean back, do not stoop, do not try to act smart, do not look tense, even if you are internally everybody is internally you know tense, when trying to meet somebody for some purpose to gain something.

Everybody, but do not look tense.

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**DON'T s**

- Don't **MOVE** your Hands much
- Don't **TOUCH** Collar Buttons
- Don't **PLAY** with Fingers
- Don't **LOOK OBLIQUELY** to Others when you are Answering to one
- Don't **FOCUS** at Only One Person

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Further do not, do not move your hands much, do not touch collar buttons, you know do not do this, do not play with fingers like this, during your interview, do not look obliquely to others, the by swaying things, you know if you are answering to one and then obliquely looking at others in courteous, drain and also do not focus at only one person if you think he's the chairman and you are focusing on him, you are ignoring others which is not right.

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**Special DON'T s**

- Don't **Take SUCCESS For GRANTED** even if your interview **DID GO WELL**
- Don't **Take SUCCESS For GRANTED** even if some internal member or agent gives you prior **ASSURANCE**  
(Don't Forget - They are paid for it)
- Don't **Show EXCITEMENT** even if you get **HINT** of being **SELECTED**

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If you follow these do not 3 rather 5 special do nots, I will tell you special do not do not. Take success for granted even if your interview did go well, if your interview had been going all well and then you are coming out, do not feel that you are do not take it for granted that you are selected, because there may be another person who is better than you, number 2 do not take success for granted even if some internal member or agent gives you prior assurance, do not forget they are paid for it, what I mean by this suppose you have been now called got you got a call because of some agent, and agent assures you give the interview you will be selected I will see to it that you are selected.

Never take it for granted, never because they are paid for telling you this and luring you to the interview and arranging your interview, called maybe knowing fully well you may not get it there is another candidate he is saying this to everybody, everybody whomever this agents are arranging for your interview they are giving the same kind of promises to everybody. So, never take it for granted, do not show excitement even if you get hint of being selected it happens, during interview you may get hints that you are likely to be selected, do not get excited because if you get excited you start making mistakes, and then you start answering in such you know of such grand gestures, which suddenly makes it very negative.

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**Special DON'T s**

- Don't Take FAILURE For GRANTED even if your interview went for LONG and you have been Grilled
- Don't Take FAILURE For GRANTED even if your interview DID NOT GO WELL

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The slide features a blue header with the title 'Special DON'T s'. Below the header, there are two bullet points with red text. To the right of the text is a video feed of a man with a goatee and glasses, wearing a white shirt and a red tie. At the bottom left, there are logos for IIT KHARAGPUR and NPTEL ONLINE CERTIFICATION COM. At the bottom right, there is a small NPTEL logo.

And then some more special tones do not take failure for granted; that means, when you're going for interview do not go with the idea that you are not going to get selected,

even if your interview went for long and you have been grilled very simple suggestion friends.

You have been grilled for long, and it went for long, do not think that it is going to be a failure, because very simply saying if a person is to be selected then the interview time will be longer, if the person initially is being judged as not worthy, then they will cut short the interview time and save it for the other persons. So, if your interview is only for 5 minutes, almost take it for granted you are not likely to be selected, but if it goes beyond 15 in 20 minutes half an hour one hour, if it goes to one hour you can be rest assured, that you are being selected otherwise they wouldn't have spend so much time with you.

So, you do not take failure for granted if it has gone longer, and you have been grilled because the grilling is a part of their whole drama, and the longness is the time that they have used for you invested for you is to judge you the best, and then do not take failure for granted even if your interview did not go well, if your interview did not go well you come out and start retro respecting thinking my interview was not good. So, I am not being selected quite often it has been proved wrong. So, I am always suggesting while going for the interview go with a positive attitude, and come out with the positive attitude, let the whole thing happen in the whole interview board do not brood on it, and you simply always think that you have gone for the interview to win. So, your success will all depend on what is that positiveness that you have. So, be positive for your interview.

Thank you thank you very much for this and in the next week I will discuss about the group discussions.