

Well planned interview is 100% won.

“Dress Code @ a Glance”

First Impression Is the Best Impression

ISEO as a career guider would like to suggest you to attend the interview with proper dress code to enhance your chances of selecting to the position.

Dress Code - Men

- Always wear well-fitting clothes not too loose or too tight. Wear neat & nicely pressed formal clothes
- Choose corporate shades which are solid colors like white, cream, or light blue. Thin strips and minute self color checks are also accepted.
- Wear a tie with medium width.
- Dressing must be formal, Light Color Full Sleeve Shirt and Dark Black / Dark Blue Trousers.
- Clean shave and neat hair cut.
- Do not wear any earrings or too many finger rings. Avoid wearing flashy neck chains or any other ornaments.
- Black Formal belt and Black Formal Lace-up shoes. Black lace-up shoes with over-the-calf socks. Remember to always polish your shoes.
- Silk ties in solids, stripes, and small patterns are accepted. Tip of the tie must touch the top of the belt.

Dress Code - Women

- Choose very elegant colors which will suite you and not very gaudy colors
- Dressing must be formal, Light Color Sleeved Shirt and Dark Black / Dark Blue Trousers
- Elegant Traditional Indian Suit with dupatta is also accepted.
- Minimal use of makeup.
- Conservative nail polish.
- Limit Jewelers to one ring, one set of earrings and a simple neck chain.
- A plain simple Bindi can be worn
- Formal shoes for women will be basic pumps (cut shoe) with 1” - 2” heel.
- No strappy sandals or platforms.
- Footwear must be simple and elegant with conservative heels

How to Prepare Yourself:

- Please go through the company website & job description
- Know about the company business and products their clients and awards, ISO certifications etc,
- Self Introduction and talk about your role and responsibilities for 20 - 30 Minutes.
- When you talk, talk more in numbers.

For example,

My company is 10 years old,

My company turnover is 130 crores per year.

Our profit last year was 15%

This year turnover target is 150 crores.

I am working as executive production.

I report to manager production.

I manage a team of 10 members

Per shift I produce 2500 components.

Yearly my target is 5 tons.

Rejection ration is .1 %

Last year I achieved 95% of target.

Last quarter I achieved 45% of target.

In the coming days I will achieve 89%.

Like this prepare with numbers and data before going.

- Anticipate the potential questions and prepare answers accordingly and practice 20 to 30 Minutes.
- Fully understand the role that you're applying for by revisiting the job description, identifying what skills, interests and experiences the employer is looking for;
- Look at the face and talk.
- During the interview switch of mobile.
- Don't play music on the interview table.
- Carry some books to read while you are waiting.
- If you don't know the answer say, I will learn sir.
- Don't show your anger if you are made to wait.
- Impress the receptionist and others saying good morning and thank you while leaving.

Don't talk bad about past employer or boss.

Prepare the reason for your change of job before going.

Don't tell for better salary you are changing.

Say to learn more you are changing.

But when they ask your expected salary say in % of increase. So calculate and go.

All the Best!!