

Empowering
Recruiters,
Advancing
Careers

Career & Interviewing Handbook

WHO WE ARE

Crescendo Global is a certified Leadership Hiring Consulting Company with expertise in senior-level niche recruitment. Our specialist recruitment consultants partner with you in your search for the next opportunity. We represent over 100 global brands in India. Our consultants specialize in custom niche searches for mandates to be hired by clients across India.



WHAT WE DO

EXECUTIVE SEARCH

We empower companies to help onboard and identify C- level executives.

LEADERSHIP HIRING

Crescendo Global Leadership Hiring Consultants partner with a company looking to identify their leader. You can leverage the support of a Crescendo consultant to find the next opportunity in your professional career.

Message From The Managing Director



 **Raghav Choudhary.**
Managing Director

At Crescendo Global, we acknowledge what difference relevant information can make in an interview. We have helped thousands of job seekers in and around India, to find their next role. The excerpts in this handbook are from experienced specialist recruitment consultants in our India offices who as you read are guiding thousands of their candidates before an interview.

I hope you find this guide useful to prepare for your discussion. If you would like further assistance, please get in touch with your Crescendo Global consultant for personalized, actionable advice.

You may also visit our Website: www.crescendo-global.com
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Let us make your 2022 game-changing.

Yours Sincerely
Raghav Choudhary
Managing Director

How To Rock Your Next Interview!

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1. Prepare For D-Day

1. Research

Search company's website, social media, news, LinkedIn, Glassdoor etc. Conduct extensive research about your prospective employer: history, culture, industry, products or services, financial health, recent growth, future plans and last but not least, the position on offer.

2. Review your CV

Review your CV to weed out any spelling mistakes, grammatical errors, incorrect dates or ambiguous information. Highlight the key responsibilities and achievements with your current and previous employers on your CV.

3. Review your answers

Review possible answers to any likely questions in the interview. Your answers should be tailored for the position you are appearing for and highlight why you are the best choice.

4. Dress up for the D-Day

Dress neatly and appropriately in a formal attire. A formal suit, or formal shirt and trousers with a tie is must for men. A formal, plain top and trousers or dress is a must for women.

"In an interview, a casual dress code of the interviewer does not give you permission to dress as "they" do. Strive to be formally dressed and well groomed."

 **Jyothi Kumari**

2. Make Your Entrance Memorable

An interviewer sizes up candidate in the blink of an eye, forming an impression in a fraction of a second and hardly changing that impression even when they have had more time to judge a candidate. First impressions last!

1. Be on time

Be clear about the exact time, date and location of the interview to avoid being late. It's alright to arrive a few minutes early, but showing up way too early will just throw the hiring manager off their schedule.

2. Make a great first impression

Strive to impress the moment you make contact. Smile, greet your interviewer enthusiastically and shake their hand firmly. Smiles are usually reciprocated and create positive feelings between involved parties.

3. Action speaks louder than words

Interviewers recognize a lack of congruency between words and body language.

- Maintain eye contact, sit up straight, and smile a little.
- Speak in a professional and positive tone.
- Avoid tapping your foot or fidgeting with things like a pen or phone.

"Nonverbal communication is about 4 times more influential than verbal communication, so awareness of your body language could make or break the interview."

4. Mirror the interviewer

Mirroring is an easy way to make sure that your tone matches that of the interviewer. After meeting the interviewer, take note of what they do with their body, hands, voice, head, and face. Use their actions as a guideline for how to act and speak, such as by slowing down your rate of speech. By letting them set the tone, you're ensuring that you remain consistent throughout the interview.

"Not always the first impression but undeniably that one impression matters & often becomes the decisive point, don't forget to make a connect & a conversation whenever being interviewed."

 **Rajat Sharma**

3. Understand The Interview

The interviewer is primarily focused on whether you will be a good cultural fit: whether your values and attitude align with those of the organization.

1.Telephonic Round

An initial discussion which will uncover your understanding of the organization position, motivation for changing your position, current and previous experience; the conversation may encompass relocation, travelling and compensation preferences.

2.Face to Face Round/ Video Calling

Now that the initial discussion or telephonic round has been positive. You have any opportunity to make a great visual impression. This round of discussion will primarily gauge you on your body language, confidence and personality, in addition to having a detailed discussion of your career profile. In video interview, you need to present yourself well on the computer screen.

3.Final Round

Congratulations! Your future employer likes you. Your final interaction will be with a business leader or top management of the company. This interaction in addition to being technical, will vet your stability, assess your personality and stakeholder management skills from the perspective of a future investment.

"Be well prepared to answer behavioural questions. These questions are aimed at getting to know the real you. So, be honest and structure your response which tells that what you have to offer."

 **Imran Javed**



- **Sell your Story**

The interview is not just about citing data; demonstrate the value you can deliver. Clarify your personal brand. Ask yourself what is the one strong impression you would like to leave your interviewer with and keep that frame of mind while answering questions.

- **Be Authentic**

If you really want a job you are well suited for then it is best to be yourself and be judged on that basis. Ambiguous or blatantly embellished responses may lead to think differently or poorly about you.

- **Be a Specialist**

Highlight your competencies in one or two areas. Research has found that candidates exhibiting specialization and high competence in a few skills did better than those who had an average level of competence over a wider range of skills.

- **Get everyone in on it**

Engage other members of the panel if more than one person is interviewing. It may well be the interviewer who says nothing who makes the final hiring decision so maintain regular eye contact with everyone in the room.

- **Recovering from a misstep**

If you realize you have fumbled an answer do not panic- it happens to the best of candidates. Admit that you probably did not provide the information the interviewer was seeking and ask if you can answer the question again. If you are not sure how to answer the question it might be best to just allow the interview to move on.

"Note down the specific skills the employer is looking for by filtering it out of Job description. Think about the real time situations in the past and exemplify by aligning them with their requirements."

 **Shivani Razdan**

4. Master Common Interview Questions

It is possible to recover from answering questions poorly, but there are a few that will blow your interview if not handled well. Here is how you can deal with some of the most difficult questions

1. Why were you let go from your last job?

If you were made redundant due to reasons unrelated to poor performance- for example, a company restructure or covid-19- be sure to articulate that. Otherwise try to reassure the interviewer that the issue that resulted in your previous employment being terminated will not recur.

2. Is not someone with your background overqualified for this role?

It is advisable to explain that you are changing your role not out of a lack of other options but because you are keen to move into another industry or develop a new skill set. You will also need to highlight your transferable skills.

3. Can you explain this gap on your CV?

Explain gaps in your employment rather than trying to hide them- you took time off to spend with your family, further your studies, travel or post pandemic. Be sure to mention if you are engaged in activities such as volunteering for a charity or doing some consulting work.

"While you prepare for the big questions, don't forget the classics like your Weaknesses, 5 year career progression plans, etc"



4.What is your expected CTC?

Research what the industry standard is so you know your market worth and can ask for a fair and appropriate hike.

5.Why are you looking out from your current role?

Most individuals move out from a job due to a poor relationship with their manager. It is not ideal to bad-mouth your current or previous boss. Find something positive to say about your employment situation but explain your need to move on to broaden your skills and progress your career.

6.What are your strengths and weaknesses?

Highlight competencies and achievements you feel will add value to the position. Pick broad weakness you feel most people would agree with and draw attention on how you are striving to overcome them.

"Relax, be yourself and don't be afraid to show your enthusiasm for the job!"

 **Nikita Gupta**

5. Master Behavioural Questions

Interviewers might ask behavioural questions to see how you have handled certain situations in the past, based on the idea that the best judge of future behaviour is past behaviour.

1.Describing Team Actions

The interviewer wants to know what actions you took so talk about "I" instead of "we"

2.Theoretical Statements


Do not describe what you "would" do instead, describe what you did do in an actual situation.

3.General Statements

You should be as specific as much as possible and avoid generalizations.

4.Opinions

The interviewer is interested in facts and situations not your personal beliefs or judgements (unless the question pertains to these).

"Please be thoroughly clear about the role that you are interviewing for and feel free to reach out to your respective consultant"  **Jassimran Saluja**

6. Things You Should Never Do In An Interview

1.Swear

Curse words might be socially acceptable but they remain grossly inappropriate in the context of an interview.

2.Overshare

You should avoid bringing up your personal life at all. If it cannot be avoided do not dwell too much on it.

3.Veer into Over-familiarity

Establishing a warm rapport is good; overstepping professional boundaries is not.

4.Leave your Phone On

You should make sure you are free of any potential digital distractions before entering an interview or double-check they are switched off.

"Do company research for which you are interviewing, you should know who the hiring manager is going to be"



Divya Gautam

7. Tips To Succeed In Digital Interview

1. Be Prepared before you connect

It's important to make sure your device is able to host whatever digital app the interviewer is using. Download the necessary app days before the interview – not 20 minutes beforehand. Finally, make sure you have a clean, quiet background during the job interview. Avoid doing the job interview in a crowded coffee shop or your messy bedroom.

2. Show enthusiasm and energy

On video, it's easy to come across as unenthusiastic. Smile at appropriate junctures, tilt your head at times in contemplation or showing different expressions. Working to highlight simple emotions can keep your interviewer interested in watching and listening to you.

3. Dress like you're going for an in-person interview

Just because you aren't physically visiting your prospective employer doesn't mean you shouldn't dress like you are. Match your apparel to the expected dress code at the company you are applying to.

4. Ensure your tech is working

Before your digital interview, take time to check that your computer meets the minimum requirements for the interview client or website. Ensure it is plugged into a power source to avoid your battery dying during the interview, and that both the camera and microphone are working clearly.

5. Keep it short and sweet

During a digital interview, it's more difficult to keep people's attention. You want to keep your answers as crisp and concise as possible, making sure you get to the point quickly and effectively.

"Preparation is the key for a successful digital interview - stable connectivity, eliminating background noises, finding a perfect spot are all very crucial"

 **Aayushi Grover**

8. End On A High Note

Towards the end of an interview you will be asked if you want to pose any questions to your interviewer. The answer to that query should always be "yes" and you can ask a smart question.

Questions You Can Ask The Interviewer

- What does success look like six months into this job?
- How would you describe the company's culture?
- What do you like the most about working for this company?
- What is the biggest challenge that this organization is facing today, and how do you think I can help with that?
- Are employees given continuing education and professional training opportunities?
- Can you tell me about people who would be a part of my team?

"Recruitment is not about hiring people, its about hiring characters and training the skills"



Anmol Sandhu

The end of an interview is your last chance to sell yourself. Be mindful of the little time you have and leave a positive impression. Thank the interviewer for their time and conclude with a reaffirmation of your keen interest in the position.

Be sure to contact your Crescendo Global Consultant following your interview to give your feedback.

Checklists

THE DAY BEFORE

- Make sure your clothes are washed, ironed, and ready to go. ☐
- Do your research. Know the company, and the person who will be interviewing you. ☐
- Confirm you are absolutely certain when & where the interview is taking place. ☐
- Search sites like crescendo-global.com & Glassdoor for tips on the company's interview style. ☐
- Have a list of questions ready to ask the interviewer. ☐
- Print out copies of your CV, cover letter, and anything else they may want to see. ☐
- Get a good night's sleep. Don't drink coffee 6 hours before bed, and switch your phone off an hour before you go to sleep. ☐

ON THE DAY

- Shower, and don't overdo the cologne/perfume. ☐
 - Buy a pack of mints and have some before the interview (but don't chew gum). ☐
 - Bring extra copies of your CV & cover letter. ☐
 - Aim to be there ten minutes early – no sooner, and no later. ☐
 - Be polite to everyone you see that day. ☐
 - Remember the STAR method: Situation, Task, Action, Result. ☐
 - Remember your core competencies – ☐
- Adaptability, Client Focus, Effective Communication, Decision Making, Initiative, Resilience, Organisational Awareness, Problem Solving, Results Delivery, and Teamwork.
- Check the news one last time to see if anything big has happened involving the company. ☐
 - Turn your phone onto airplane mode before you go in. ☐

"Take a print out of the checklist for better control of the process"



Ravjot Kaur

CLICK TO CONNECT

