SECURE MINDS SYSTEM

INFORMATION SECURITY • GRC • CYBERSECURITY ADVISORY

Candidate Interview Guidelines

Client Interview Code of Conduct

Dear Candidate,

Congratulations on being shortlisted. You will be interviewed by our client's senior panel, and your conduct reflects on both you and Secure Minds. Please read these guidelines carefully and confirm your acceptance before the interview. Non-compliance may lead to immediate withdrawal of your candidature.

1. Technical Readiness

- **Audio & video:** Ensure your microphone, speakers/headset and camera are working. Test them at least 30 minutes before the interview.
- **Internet:** Use a stable, high-speed connection. Keep a mobile hotspot ready as a backup.
- **Meeting link:** Test the link (Teams/Zoom/Webex) in advance and install any required app beforehand.
- **Device:** Use a laptop/desktop, fully charged or plugged in. Close unnecessary applications and disable notifications.
- **Camera on:** Keep your camera ON throughout the interview unless the panel asks otherwise.

2. Availability & Punctuality

- **Join early:** Log in 10 minutes before the scheduled time.
- **Backup contact:** Share a secondary/alternate phone number with Secure Minds in case your primary number is unreachable.
- **Stay reachable:** Keep your phone ON and reachable from 1 hour before the interview. Respond promptly to Secure Minds' confirmation call/message.
- **Rescheduling:** If you genuinely cannot attend, inform Secure Minds at least 24 hours in advance. No-shows without notice will result in withdrawal of your candidature.

3. Environment & Presentation

- **Quiet location:** Sit in a quiet, well-lit, private room free from noise, interruptions and other people.
- **Background:** Use a plain or professional background; a neutral virtual background is acceptable.
- **Dress code:** Dress in formal or business-casual attire, as you would for an in-person interview.
- **Posture:** Sit upright, face the camera and maintain eye contact.

4. Professional Conduct

- **Sobriety:** You must be fully alert and must not be under the influence of alcohol or any substance. This is a zero-tolerance requirement.
- **Courtesy:** Be polite and respectful to every panel member. Do not interrupt; let the interviewer finish before responding.
- **Language:** Use professional language only. Avoid slang, casual remarks, arguments or irrelevant conversation.
- **No distractions:** Do not eat, smoke, travel, drive or take other calls during the interview.
- **Focus:** Give the interview your full attention. Do not multitask.

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Compliance
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5. Integrity & Honesty

- **No AI tools:** Do not use AI tools (e.g. ChatGPT, Copilot, interview-assist or live-answer apps), search engines, notes or any external help during the interview. Do not share your screen unless asked.
- **No assistance:** No other person may be present, prompt you or assist you. Proxy interviews are strictly prohibited and will be reported.
- **Be truthful:** Never exaggerate or misrepresent your experience, projects, skills, certifications, degrees or employment history. All claims will be verified during background verification (BGV).
- **CV accuracy:** Be prepared to explain everything in your CV in detail. Do not claim work you have not personally done.
- **Say "I don't know":** If you are unsure of an answer, say so honestly instead of guessing or bluffing. Interviewers value honesty.

6. Answering Questions

- **Listen carefully:** Understand the question fully before answering. If unclear, politely ask the panel to repeat or clarify.
- **Stay relevant:** Answer in the context of the question asked. Be concise and to the point.
- **Use examples:** Support answers with specific examples from your actual work (situation, action, result).
- **Ask questions:** Prepare 1–2 thoughtful questions about the role or project for the end of the interview.

7. Preparation

- **Know the JD:** Review the job description and map your experience to each required skill.
- **Revise fundamentals:** Brush up on the core technical concepts and tools listed in the JD.
- **Keep ready:** Your updated CV, valid government ID, and certification details (if requested by the panel).
- **Confidentiality:** Do not record the interview, take screenshots or share interview questions/content with anyone.

8. After the Interview

- **Update Secure Minds:** Share your feedback with Secure Minds immediately after the interview.
- **Single channel:** All communication about this role must go through Secure Minds. If you are contacted directly by the client or any other agency, inform Secure Minds before responding.
- **Be patient:** Do not contact the client or panel members directly for results. Secure Minds will update you.

Candidate Declaration

I have read and understood the above guidelines and agree to comply with them. I understand that any violation may result in withdrawal of my candidature.

Candidate Name	
Role / JC ID	
Primary & Alternate Contact No.	
Signature & Date	

For any queries, contact Secure Minds: sachin@secureminds.pro | +91 9953565539

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