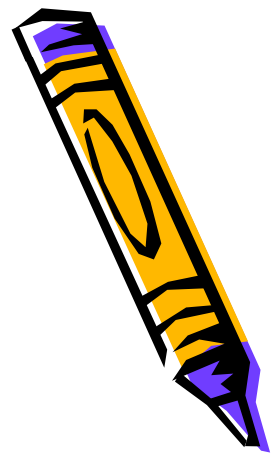


INTERVIEW TECHNIQUES



Mayank Yadav

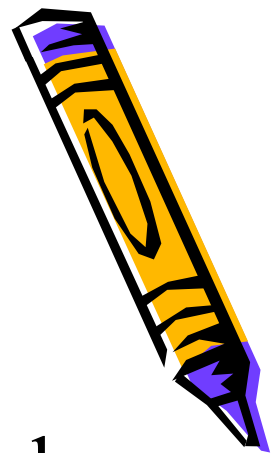
What is an INTERVIEW?

- An attempt to secure maximum information from the candidate.
- Indicates a physical meeting of people with the following objectives:
 - a) To obtain a statement/ opinion.
 - b) To assess a person for selection



What is an Interview?

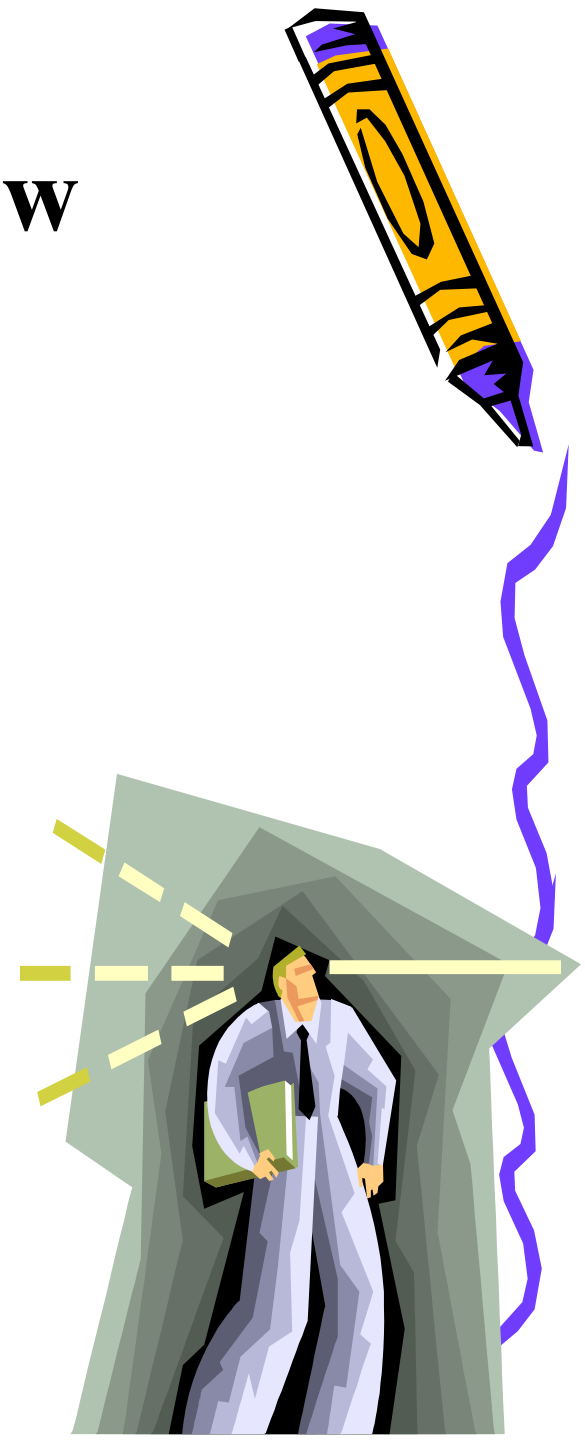
- An Interview enables the interviewer to judge certain qualities like:
 - Attitude
 - Manners, neatness & appearance
 - Ability to speak
 - Making a good impression



I} Call for the Interview

You should know:

- ✓ For which designation?
- ✓ What is the Job profile?
- ✓ When is the Interview (Date)?
- ✓ Time / Place.
- ✓ Contact person.
- ✓ Documents required.



II} Preparation for an Interview

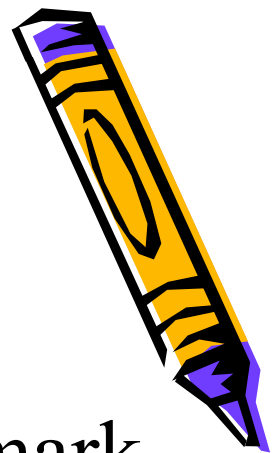
You should know about:

- ✓ The Company.
- ✓ The job should be of your interest.
- ✓ Requirements of the Job.
- ✓ Be prepared with your subject.
- ✓ Consider all possible questions.
- ✓ Resume



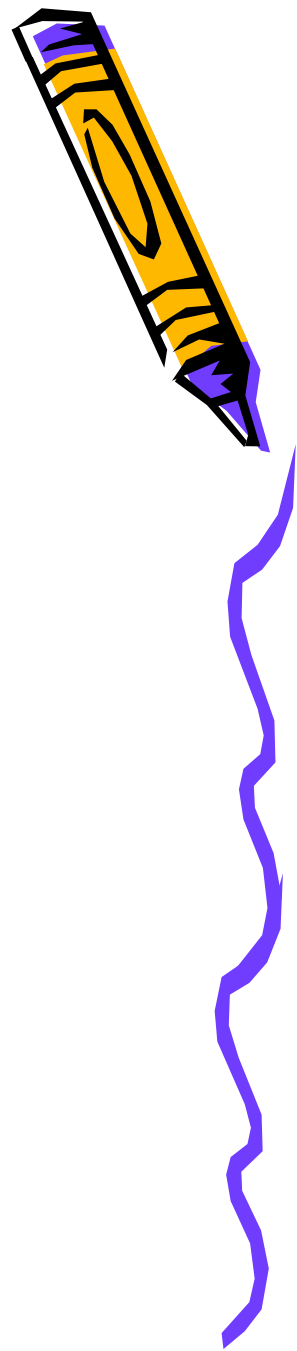
III} On the Interview Day

- ✓ Carry copies of resume, certificates, and mark sheets.
- ✓ Your Presentation.
- ✓ Turn off any electrical appliances to avoid any beeping during the interview.



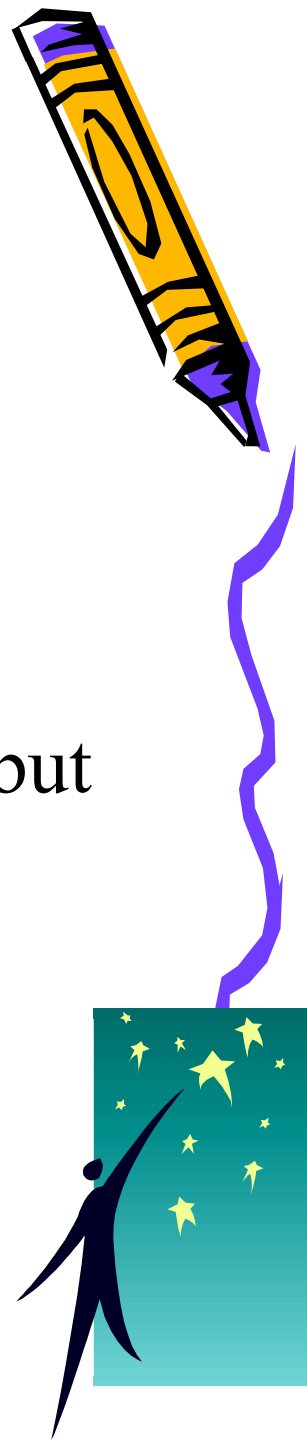
Some Basics of carrying yourself

- ✓ Formal attire, formal shoes
- ✓ Washed and Ironed clothes
- ✓ Clean shave / hair-cut
- ✓ Appropriate color and fitting
- ✓ Polished shoes
- ✓ Breath freshener



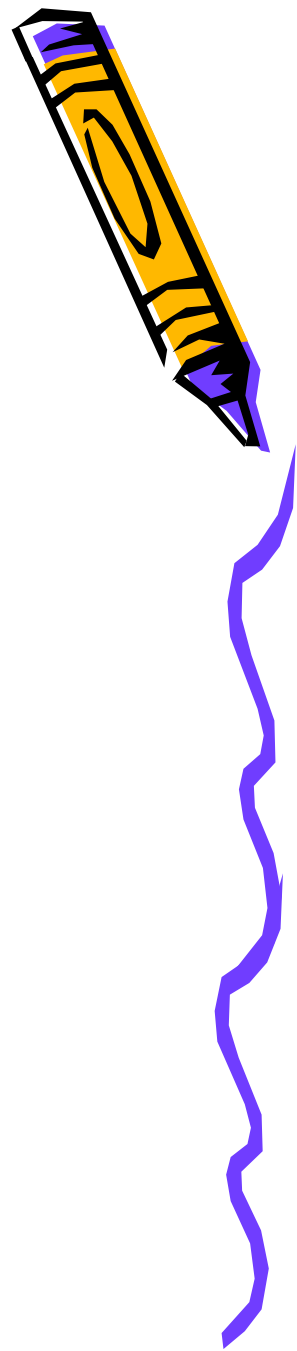
IV} At the Interview

- ✓ Arrive before time.
- ✓ Ask for permission while entering.
- ✓ Greet the interviewer.
- ✓ Smile & be prepared to shake hands briefly but positively if your interviewer offers to.
- ✓ Wait to be asked to sit down.
- ✓ Adopt a proper walking and sitting posture.



IV} At the Interview

- ✓ Sit straight but in a relaxed comfortable position,
Keep your hands relaxed preferably on your lap.
- ✓ Introduce yourself in a clear and natural voice.
- ✓ Answer with a few details – not just ‘yes’ or ‘no’.
- ✓ Let your answers be brief, exact and relevant.
- ✓ Be prompt but not hasty with your answers.
- ✓ Listen carefully and then answer with enthusiasm.



IV} At the Interview

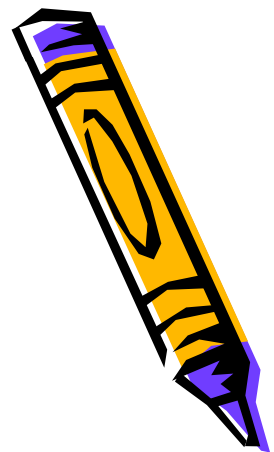
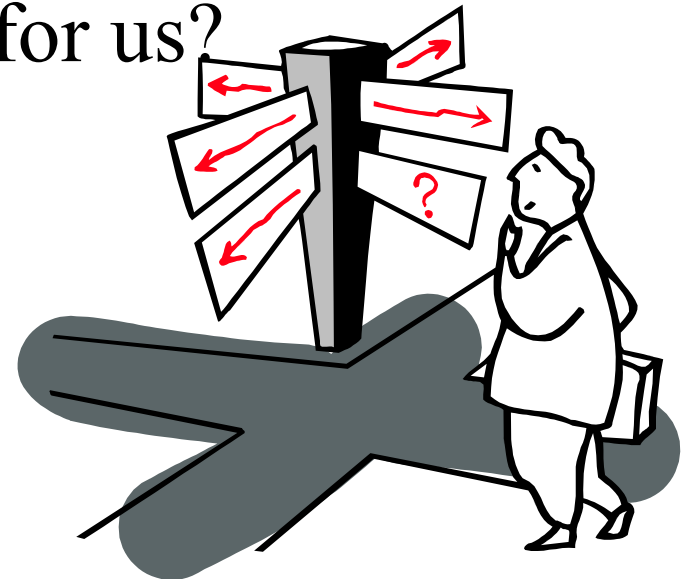


- ✓ Say “I don’t know” if you don’t know something.
- ✓ Don’t bluff if you don’t know something.
- ✓ Do not have a look of over concentration on your face.
- ✓ Be cheerful and positive during the interview.
- ✓ Never criticize your present employer.
- ✓ Thank the interviewer before leaving.



Some frequently asked Questions:

- Q} Tell me about yourself.
- Q} Your strengths.
- Q} Your weaknesses.
- Q} Why do you want to work for us?



REMEMBER



There is **NO favor** being granted on either side.
It's a pure case of
“Demand meets Supply”.

