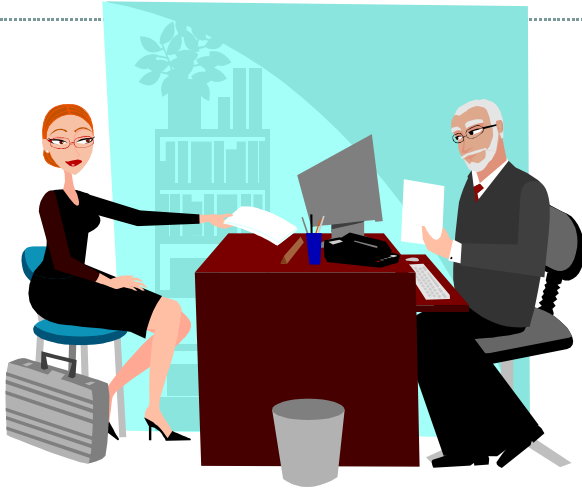


HOW TO APPEAR IN AN INTERVIEW



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Definition Of Interview



- An interview is a conversation between two or more people (the interviewer and the interviewee) where questions are asked by the interviewer to obtain information from the interviewee.

Before The Interview



- Get your career goals in focus
 - Identify your main **strengths** related to the job
 - Gather **specific** accomplishments to back up your skills
- Research the company
- Find out the dress code in advance and dress accordingly
- Practice with yourself or with a friend



Home Work TO Be Done



➤ Employers' Web Sites

- ✦ Best place to “see” the company as it wants to be seen
- ✦ Check the annual report, look for press releases
- ✦ Look for the “head of R&D”

➤ Research Sources

- ✦ Get vital statistics and independent perspectives on the employer from On-line resources
- ✦ Look at financial data, list of competitors

➤ News Sources

- ✦ Find general interest web sites to see what they say about this employer
- ✦ Find hometown newspapers on-line to read about this employer

➤ Trade Journals

- ✦ Read these for new products, find its place in the industry.



Few Items You Should Bring On A Interview



- You should bring at least one spare copy of your resume.
- If you know that you will be interviewed by multiple people, you should bring a copy of your resume for each.
- If you are applying for a job that has specific certification or licensing requirements.
- you should bring proof of your eligibility.
- employers are more likely to choose a candidate whose paperwork is already in order.

Portfolio

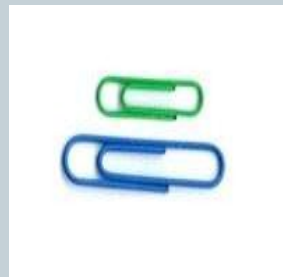


- A portfolio could be as simple as examples of your work on past projects.
- No matter the depth of your portfolio.
- Limit the number of pieces in your portfolio to your best.
- During an interview, you will have only a few minutes that you can devote to showing off your work. While you may make arrangements to leave your portfolio behind after the interview, you will want to be sure that your interviewer has already seen your best pieces.
- If it is on a CD or DVD, you may need to make arrangements to have some sort of player available.

Bring For Emergency

- There are a few items that you might also want to consider bringing along for emergencies.
- stick breath mints in your bag, for instance
- bring a couple of safety pins, just in case.

These sorts of emergency prepares you to deal with anything that comes up can help you before your interview.



Dress Code



Men's Interview Attire



- Suit (solid color – Navy, Black or Dark Grey)
- Long sleeve shirt (white or coordinated with the suit)
- Belt
- Tie
- Dark socks, conservative leather shoes
- Little or no jewelry
- Neat, professional hairstyle
- Limit the after shave
- Neatly trimmed nails
- Portfolio or briefcase



Women's Interview Attire



- Suit (navy, black or dark grey)
- The suit skirt should be long enough so you can sit down comfortably
- Conservative shoes
- Limited jewelry (no dangling earrings or arms full of bracelets)
- Limited Jewelers
- Professional hairstyle
- Light make-up and perfume
- Neatly manicured clean nails
- Portfolio or briefcase



What Not to Bring to the Interview

- Gum
- Cell phone
- iPod
- Smoking or Tobacco
- If you have lots of piercings, leave some of your rings at home (ear rings only, is a good rule)
- Cover tattoos



STRESS



- Only a fool would tell you that looking for a job isn't stressful even bigger fool to tell you that interviews will not produce stress.
- After all, you're in an unfamiliar setting, meeting strangers, risking your ego
- Even a simple conversation that can affect the rest of your life.

ABC Of Interview



➤ ABC 's of the Job Interview

- ❖ Always
- ❖ Beware of
- ❖ Crash and Burn

A- Always



❖ Always

- Research the company with a focus on customers and competition
 - Research can be done on the internet, by reading annual reports, and by talking with credible people in the industry
- Provide examples of when you have successfully worked in team environments
- Demonstrate creativity and responsibility

B- Beware



- ❖ Beware of
 - Having an “I” attitude
 - * Don’t overstate your accomplishments - be honest
 - Negotiating too early
 - * Doing this during the job interview sends a message that you are more interested in money than the job
 - Being too casual with the interview
- Recognize that the job interview starts when you first arrive and does not end until you are out the door and on your way home

C- Crash & Burn



❖ C rash and Burn

- Displaying bad manners
 - * Poor etiquette and boorish manners send a message to the interviewer that you will behave that way with clients
- Demeaning your current or past employer
 - * It is a very small world, and reputations are made and broken on the basis of sometimes unknown relationships
- Being dishonest
- An interview is the time to put the best spin possible on your career, but not at the cost of your integrity

First Impression

- First impressions count!
 - Be on time, or even a little bit **early**
 - This allows you to **relax** and feel comfortable
- Start strong by beginning on a positive note
 - Use open-ended questions as the opportunity to respond with your main strength
- Send the right body language
 - Sit up straight, maintain good eye contact, use gestures if appropriate, and relax!



Types of interview

- *One-on-One Interview*
- *Panel/Committee Interview*
- *Screening Interview*
- *Phone Interview*
- *On-Site Interview*
- *Off-Site Interview*
- *Second-Round Interview*



Screening Interview



- Typically a short interview used for the purpose of conducting a brief evaluation of a candidate.
- An example of this type of interview is a conversation with an employer at a career fair. From this conversation, an employer will decide if he or she wants to talk with the student further in a more formal interview.

Phone Interview



- Rather than conduct an interview face-to-face, the interview will be conducted via telephone.
- A phone interview is often a type of screening interview. Many times this is done when there is travel involved for a face-to-face interview.
- For example, an employer might interview ten candidates over the phone and then choose three out for an on-site interview.

On-off site interview



- ***On-Site Interview***
- An interview conducted the location of the company/organization. If the company location is not in the local area, and travel is involved, an on-site interview can be a second-round interview.

- ***Off-Site Interview***
- An interview that occurs outside of an organization.

Second-Round Interview



- An interview conducted after a formal, initial interview. The rest interview has conformed that you may be a good match for the job and the organization;
- The second is designed to enter deeply into your skills and interests, and to allow others in the organization to meet and evaluate you.

Methods OF INTERVIEWS



- Traditional
- Behavioral/Emotional /Story Telling
- Case-Method, Cased-Based.

Traditional



- ❖ Requires you to relay factual information
- ❖ Employer is taking your word at face value
- ❖ Sample Questions:
 - ❖ Tell me about yourself.
 - ❖ Why did you choose your major?
 - ❖ What is a weakness you have?
 - ❖ Why are you interested in this position?

Behavioral/Emotional/Story Telling



- ❖ Recommendation:
- ❖ "**STAR**" framework to structure your responses:
- ❖ What was the **SITUATION**?
- ❖ What was your **TASK**?
- ❖ What **ACTION** did you take?
- ❖ What was the **RESULT**?

Case-Method/Case-Based



- ❖ Commonly used interview method in business and consulting fields.
- ❖ Interviewee is requested to analyze a problem/situation and present a solution.
- ❖ Employer assesses analytical ability /thought process, not the accurateness of the response.

Body Language in Interview Room



- First one should ask permission for entering the room.
- Then one should greet the interviewer/examiner.
- Once he offers you a seat, then only you should seat. This shows that one has respect for them.
- Sit with back straight. Don't bend. Show confidence & smile on your face.
- Have a look at all the people who are supposed to conduct interview.
- Look into their eyes. Don't look down or away from their eyes.
- One can fold his or her hands to prevent any unnecessary gestures.
- Don't argue with interviewer. Be polite & answer properly. Your voice should be clear & loud.
- If you can't hear interviewer's voice, say "Pardon or sorry" & request him to talk loudly.
- Don't show "hurry, worry, hurry" nature. Have presence of mind. You can take a few seconds before answering a question.
- Be firm about your opinion. Interviewer will try to change your mind & test you. Interviewer will check all these things.

At The Time Of Interview

- List the specific qualifications and requirements sought by the employer.
- Match these qualifications with the accomplishments that you already wrote down
- In order to support this, identify and list specific examples (quantify if possible) of your past accomplishments
- Know the Specifics of the Job



During the Interview

- Speak clearly and concisely
 - Keep your responses specific



- Ask relevant questions to increase your understanding of the job
 - This also shows the interviewer that you have done your research on the company as well.
 - Become very familiar with the job description and the requirements for the position
 - Be prepared to answer questions regarding gaps in your skill level



Questions To Ask



- *“What’s Your Ideal Employee Like?”*
 - This question will give you an idea as to the working style of your boss, and whether or not your styles are similar
- *“How Do You Measure Success on the Job?”*
 - If you want to excel at this job, you need to know how that will be determined by your boss.
 - ✦ You may also want to ask about the typical career path for successful employees (you want to work for a manager who recognizes and rewards excellence).

Illegal Interview Questions

Be prepared to handle them diplomatically.

- Are you married?
- How many children you have?
- How old are you?
- What is your religion?
- Have you ever filed bankruptcy?
- Do you have a disability?
- Are you a Indian citizen?



Tough Questions



- How to prepare for the tough questions you know you will have to answer:
 - *'Future' Question*
 - ✦ Don't focus on specific career plans, but talk about things that are professionally important to you and how you will achieve them
 - *'Why' Question*
 - ✦ It may be hard to praise yourself, so practice in front of a mirror
 - ✦ Be confident, not boastful

Close Positively



**Thank You
&
A Firm Handshake**



After The Interview



- Write a THANK YOU Letter or E-mail
 - Add pertinent information you might have left out during the interview.
 - Reiterate your **interest** in the job
- Ask about your timetable and follow up with a phone call
 - Cordially inquire and reiterate your interest again



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Thank you...

