**JOB INTERVIEW**

* It is an interaction between two or more persons for a specific purpose, in which specific questions are asked in order to assess (attitude, awareness, subject knowledge, analytical ability) his/her suitability for recruitment, admission, or promotion.
* Common reasons for rejection are:-

1. Arrogance
2. Apathy
3. Uninhibited nervousness
4. Lack of concentration and crispness
5. Lack of social skills

* Hire for attitude:-

1. Honesty
2. Integrity
3. Hard work
4. Confidence
5. Persistence

**PRE-INTERVIEW PREPARATION**

1. Self Analysis – your background, education, professionalism
2. Analyze your skills – your skills in regard to the company
3. Research the Organization - detailed info about the Organization
4. Job Analysis – responsibilities, challenges, abilities required etc.
5. Revise your Subject Knowledge – brush up your core subject
6. Develop the Interview File – organize certificates, call letter, references etc.

**ANSWERING STRATEGIES**

1. **Focus**- The candidate should be focused and specific. Trying to impress interviewers by giving information that is not asked for should be avoided.
2. **Attentiveness** – listening skills are important here. Listen to the complete question before you start answering.
3. **Accuracy** – give either correct information or no information (esp. regarding date, time, events etc.). Try not to bluff before the interviewer.
4. **Brevity** – to the point answers are appreciated. A long answer does not mean a better answer.
5. **Logical Thinking** – the ability to think logically is always an asset. Answers should be rational, logical and reflect careful thinking.
6. **Clarity** - The candidate should answer directly and clearly. Clarity of expression reflects clarity of thought.
7. **Positive Attitude** - The candidate should reflect a positive attitude. Interviewers may ask negative or sensitive questions to explore the negatives in the candidate’s personality.

**FAQs**

* Tell something about yourself.
* What are your career objectives /long term short term goal?
* Tell us something about your interests.
* Why should we hire you?
* Why do you want to join our company?
* Tell something about your work experience.
* Are you a leader or a follower?
* What are your strengths/weaknesses?
* When can you join us?

**If asked “Tell me something about yourself?”**

**Your answer should include your–**

1. Name and Educational background
2. Geographic origin
3. Reasons for choosing major subjects
4. 2 or 3 strengths related to the position you applied for
5. Specific expertise and accomplishments
6. How can you contribute to the company
7. Identify your career goals
8. Speak clearly and honestly

**SOME INTERVIEW TIPS**

* Be well prepared
* Brush up your subject and general knowledge
* Prepare, update and memorize your CV
* Know about the company
* Dress appropriately
* Do not chew gum during the interview
* Show up fifteen to twenty minutes earlier
* When you meet the interviewer, greet confidently
* Stay calm, do not fidget or twiddle your thumb or anything
* Carry a neat folder containing all relevant documents
* Show a real interest in the job
* Speak clearly
* Use positive words as *enthusiastic, enjoy, passionate, striving to be my best,* etc
* Use appropriate non-verbal communication
* Do not answer the question you did not understand, ask for clarification

**Some skills and attributes most employers look for in a candidate**

1. Technical Skills
2. Analytical Skills
3. Career Objective
4. Mental Agility
5. Communication Skills
6. Interpersonal Skills
7. Flexibility/ Adaptability
8. Management/ Leadership Skills
9. Creativity
10. Positive can do attitude
11. Social Skills
12. Honesty and Integrity
13. Determination
14. Professionalism
15. Inclination towards learning

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