An Interview is a psychological and sociological instrument. It is an interaction between two or more persons for a specific purpose. Here the interviewer asks specific questions in order to assess his or her suitability for recruitment, admission or promotion. It is a systematic way of contact with a person to know his \her views and is regarded as the most important way of data collection. Although the nature of interviews may vary but certain rules are very common.

1. Skills required by various companies
2. Analytical Skills- These skills are extremely important as it shows how candidate is able to assess situations and see different perspectives. The candidate must analyse a particular event and offer many solutions to it.
3. Mental Agility- The candidate’s acumen to quickly grasp situations increases the efficiency of company or sevice.
4. Communicatin skills- The candidate must hold proficiency in listening,reading,speaking and writing skills.
5. Interpersonal skills- The candidate must be able to build relationships with colleagues, seniors and staff at all levels. Such ability is a building block of any service or company.
6. Managerial Skills- A candidate must hold good managerial skills. He/she must maintain good relationships with people at all levels.
7. Technical Skills- Subject Expertise
8. Creativity- This ability helps a person in exploring various tenets and routes. For it, mind must be open to a wide area.
9. Social Skills- It shows how candidate engages in social activity. Social Awareness is an important trait.
10. Career objective-The candidate must be aware about career choices, goals of professional choices.

10.Honesty and integrity

10.Others- Positive approach and flexibility

B. Factors responsible for failure in interviews

Arrogance

Apathy

Uninhibited nervousness

Equivocation

Lack of concentration, Crispness, Social Skills, Firmness, Qualitative Skills

Unsuitable personality

C. Preparation for interview process

1. Resume

2.Personal Attributes

3. Mock Interview

4. Knowledge about company- Age, Services, Growth Patterns, Customers or Clients, Reputation, Location, Branches, Sales, Ongoing projects, Mission and Culture etc.

5.Awareness of job Description

6.Skills (STAR APPROACH)

7. Questioning interviewee

8.Memorising Resumes, Punctuality and Relaxing the nerves

D. Classification of Questions

Open ended, Close ended, Experience, Opinion, Behaviourial

E. Answering Techniques

1.Behavirioul- Talk about how you have done in life. Give examples from your life.

2.Compelling story technique- Convert your specific episode into compelling stories with personality and interest. Captivate by details and nuances that bring story to life. Do not start monologues.

3.Personalty matching/mirroring technique- Follow the interviewer in terms of your tone and approach. Bring too much area under your control.( too pushy, too loud, too nervous etc.)

4.Parroting technique- Donot assume. Infact parrot back if question is unclear to you. Use it as a temporary stall for preparation of another answer.

5.Reframing technique- Always attempt to answer directly. You can reframe any question. If you are asked who your favourite teacher is, then just reframe the question by asking the question as why he is favourite.

6.Abraham Lincoln technique- Argue from both the sides.

Use Rowboat technique for relieving nervousness.

7.Intelligent listening at interviews-open mind, leave personal agenda, concentrate on main issues, learn to read between lines,listen patiently, show your curiousity, manage your feelings and emotions.

FOLLOW UP- One can follow up by thanking them

TIPS FOR FACE TO FACE INTERVIEWS

1. Well prepared, brush up knowledge, update and memorise resume, dress appropriately, be smart and well groomed.
2. Arrive early, stay calm ,never chew gum, be honest, be aware of all answering techniques,positive attitude, good non verbal communication, gracefully leave the interview

TIPS FOR VIDEO-COFERENCING INTERVIEWS

1.confirm date and time early, send all documents before, wear a formal dress, familiarize yourself with equipment,focus on camera and check sound and video

2.donot clutter, be conscious and listen patiently

RESUME

Resume, Biodata and Curriculum Vitae look synonymously but differ in their attributes.

A RESUME is suited for any position in organization. It is usually one page long but can extend to two pages. It doesnot includepersonal details

A BIODATA a shortened form of biographical data including nationality, age etc.

A CURRICULUM VITAE is more detailed in terms of the academic essentials. It is generally used for a position in research or when candidate applies for research fellowship. A Resume is a brief summary of your skills. While CV is more detail oriented.

RESUME DESIGN AND STRUCTURE- It should present details such as career objective,educational qualifications,professional and technical skills,extracurricular activities and achievments.

It should be impeccable as it reflects the careless attitude.

NEAT AND ERROR FREE

LEGIBLE AND WELL SPACED

PRINTED ON GOOD QUALITY OF PAPER

CONCISE,CRISP AND CLEAR

PARTS OF A RESUME

1.PERSONAL INFORMATION- Include your name ,address,phone no, email and website.

2.Career Objective- This is very important as it clearly testifies your professional goals. It should be specific and follow rules of 7 C’S.

Example- A PROJECT MANAGER INVOLVING INTERNATIONAL EXPERIENCE IN A GROWING COMPANY

1. Educational/Academic position-Employees are greatly interested in learning about the candidates’s educational background, training, degrees earned, major and minor fields of study, courses done and practical experience. Begin with reverse order.List notable courses. If awards are there, there will be separate column for them.
2. Work Experience/Professional Skills- This is very important part. List jobs in chronological order. It also includes internships or projects done. Each entry shows name and location of organization.

Basically it tells the person’s ability to hold a job.

1. Activities, Achievements, Special interests, aptitudes and memberships- The above mentioned things which are relevant for the job. Mention Awards and their details
2. References-This is mentioned in the last. Write ‘references available under special request.’ If references are impressive enough, mention them.

TYPES OF RESUME

Chronological-Emphasizes education and experiences. It is really effective when job nature is relevant to nature and experience.It is the most common and preferred.

Functional-Skill based . Most relevant for those who are freshers in job market.

Hybrid-Combination of the two

Scannable

Linkedin

Infographics

Portfolio

video