



INTERVIEW TECHNIQUES



AGENDA

TITLE

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- *COMMON INTERVIEW MISTAKES
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WHAT IS INTERVIEW?

AN INTERVIEW IS A STRUCTURAL CONVERSATION WHERE ONE PERSON ASKS QUESTION AND OTHER PERSON PROVIDE ANSWERS, OFTEN USED TO ASSESS SUITABILITY FOR JOB OR GATHER INFORMATION

IMPORTANT INTERVIEW TECHNIQUES

- ~INTERVIEWS ARE CRUCIAL FOR SELECTING THE RIGHT CANDIDATE OR MAKING A GREAT IMPRESSION AS ONE
- ~GOOD PREPARATION REDUCES NERVOUSNESS AND BOOST SELF ASSURANCE
- ~STRUCTURAL TECHNIQUES HELP TO STAY FOCUSED AND CLEAR
- ~WE CAN USE THE STAR METHOD
 - S – SITUATION
 - T – TASK
 - A – ACTION
 - R – RESULT
- ~FOLLOW UP
SEND A THANKFUL E-MAIL WITHIN 24 HOURS EXPRESSING APPRECIATION TO THE COMPANY



THINGS TO DO BEFORE THE INTERVIEW

- Research about the company – understand the company mission values and product and recent news about the company
- Understand the job description and see how your skills fit in it
- Prepare your answers – practice common interview questions
- Dress appropriately –formals are favored
- Bring essentials documents –like certificates and your resume
- Mind your body language – gesture the interviewer
- Be punctual – be on time on or before 20 mins



COMMON INTERVIEW MISTAKE

THAT SHOULD BE CORRECTED



COMMON INTERVIEW MISTAKES

- ~lack of preparation-not researching the company,the role ,or the Interview beforehand
- ~poor body language-lack of eye contact,slouching,or closed-off posture
- ~unclear answers-talking too much or too little
- ~not asking question-failing to ask thoughtful question
- ~arriving late –poor time management or underestimating commute time
- ~dressing appropriately – formals are favoredn
- ~talking too much or too little – rambling off-topic or giving one word answers
- ~forgetting to follow up- not sending a thank-you email or message afterward

THINGS TO DO DURING THE INTERVIEW

- Plan to arrive early. ...
- Be prepared to summarize your experience in about 30-60 seconds and describe what you bring to the position.
- Listen carefully to each question asked. ...
- Remain positive and avoid negative comments about past employers.
- Be aware of your body language and tone of voice.

What are the 5 P's of interviewing? The 5 P's—Preparation, Purpose, Probing, Professionalism, and Post-Interview.

During a job interview, focus on active listening, expressing enthusiasm, and showcasing your skills and accomplishments.

Be prepared to answer questions thoughtfully and ask insightful questions about the role and company. Maintain a professional demeanor, including appropriate body language and attire.

AFTER THE INTERVIEW

- ~After an interview, it's important to thank the interviewer, assess your performance, and follow up to reiterate your interest.
- ~Always send a follow-up email within 24 hours after your interview so that you can thank your interviewer for their time.



TO OVERCOME REJECTION

1. Acknowledge your feelings.
2. Don't take it personally.
3. Ask for Feedback (if you can)
4. Refocus and Keep Moving Forward.
5. Remember: Rejection isn't forever.

Sl.no	category	No.of students	remarks
1	Total no. of students appeared	1000	Across all department
2	Selected in campus placement	550	Received offer letters
3	Selected in off campus drives	120	Through external offers
4	Rejected	330	Need skill improvement
5	Yet to attend	100	Interviews still pending

FINAL TIPS & TAKEAWAYS

Five tips for a successful job interview are: research the company and the role, prepare for common interview questions, practice your answers aloud, dress professionally, and follow up after the interview with a thank you note.



1. Tell the truth. ...
2. Listen carefully to the interviewer. ...
3. Never slight a teacher, friend, employer, or your university. ...
4. Watch your grammar. ...
5. Be prepared for personal questions. ...
6. Wait for the interviewer to mention salary and benefits.
...
7. Don't expect a job offer at the first interview. ...
8. Close on a positive, enthusiastic note.

STUDENT PLACED IN INTERVIEW AT(MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY) IN THE YEAR 2022-23

Sl.no	category	No. of students placed	percentage
1	Total student graduated	340	100%
2	Student placed in campus interview	320	94.12%
3	Students pursuing higher studies	10	2.94%
4	Student not placed	10	2.94%
5	Total offer letter distributed	586	- 12

THANK YOU!

PRESENTATION BY,
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