



INTERVIEW TECHNIQUES



AGENDA

TITLE

- *INTRODUCTION

- *IMPORTANT INTERVIEW
TECHNIQUES

- *BEFORE THE INTERVIEW

- *COMMON INTERVIEW MISTAKES

- *DURING THE INTERVIEW

- *AFTER THE INTERVIEW

- *FINAL TIPS

- *CONCLUSION



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

IMPOTANT 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	Recived 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	-

THANK YOU!

PRESENTATION BY,
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