

Facing an Interview



What is an interview?

Interview

- The last and the most important step of the hiring process.
- It offers both you and the employer the opportunity
 - to meet one another
 - exchange information and
 - come to tentative conclusions about working together

Interview (Contd...)

An interview is a two-way process

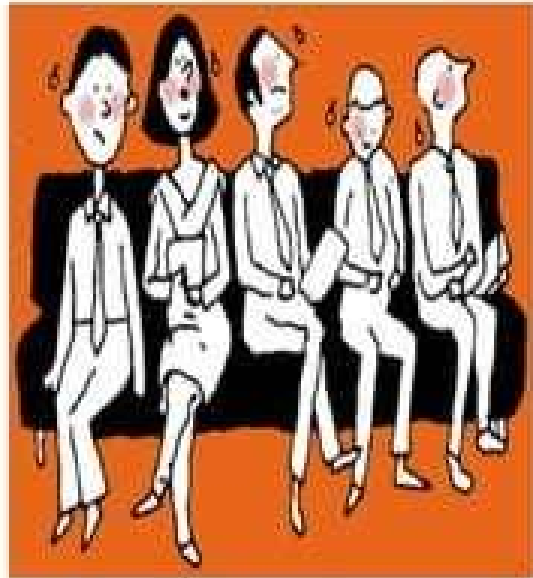
- The prospective employer evaluates you.
- You evaluate the prospective employer.

Remember

- There is no 'one ideal way' of facing an interview.
- You have to develop your own style.
- You have to project yourself in a positive and enthusiastic manner.
- The prospective employer will be evaluating your
 - Attitude
 - Appearance
 - Personality
 - Confidence
 - Knowledge about yourself
 - Knowledge about the company
 - Suitability for the job
 - Basic ability to do the job

Types of interviews

Types of Interviews



- One-to-one Interview
- Telephonic Interview
- Screening Interview
- Videoconference Interview
- Behavioural Interview
- Group/Panel Interview
- Follow-up Interview

Interview Preparation

Never forget that



Failing to prepare is preparing to fail.

Preparation – In the days before the interview

Preparation – In the days before the interview

- Visit the company's website and research the company, product lines and competitors.
- Get permission from your references to use their names.
- Prepare answers to the most common interview questions.

Frequently Asked Interview Questions

Most Common Interview Questions

(for freshers/with prior work experience)

1. Tell me something about yourself
2. What do you know about this company?
3. Why do you want to work for this company?
4. What are your strengths and weaknesses?
4. Where do you see yourself 5 years from now?
5. What has been your most significant achievement?
7. What are your salary expectations?
8. Are you willing to relocate?
9. What has been your greatest crisis, how did you solve it?
10. How has college prepared you for this career?

Most Common Interview Questions (Contd..)

(for freshers/with prior work experience)

11. What was the last book you read?
12. Why do you think we should hire you for this job?
13. Which person has had the greatest influence on you, why?
14. What have you done that shows initiative.
15. Describe a situation with an irate customer and how you handled it?
16. What motivates you?
17. How do you work under pressure?
18. Are you ready to keep late hours?
19. Why did you leave or are leaving your last company?

Preparation just before the interview

Preparation – before the Interview

- Be sure you know the time, date and location of the interview and the name of the interviewee.
- Check out how you will get to the location and when you need to set off to be there on time.
- Have what you are going to wear ready in advance.
- Do not go to the interview laden down with either psychological or physical baggage.
- Carry multiple copies of your updated Resume, a notepad and a pen.
- On arrival at the venue ensure that the receptionist knows you are there for an interview.
- If need be visit the wash room to freshen up.
- Do not chew gum, swear or use slang.
- Be sure you know how to pronounce your interviewer's name correctly.

The interview



Presentation and body language

Presentation and body language

- Be well groomed and clean.
- Try to look calm and confident.
- Have a pleasant and natural smile with a firm handshake.
- Sit comfortably with both feet on the floor, leaning slightly towards the interviewer.
- Avoid nervous mannerisms – like playing with your hair or hands.
- Do not create any defensive barriers between you and the interviewer like a briefcase on your knee.
- Maintain natural eye contact with the interviewer.
- If there's more than one interviewer, look at the person talking.

Presentation and body language (Contd...)

- When you are talking, shift your glance from one to the other.
- Do not gesticulate more than needed.
- Do not squirm and fidget on your seat.
- Keep nodding and making appropriate noises to show that you are listening to them.
- **Above all, be yourself.**
- This helps the interviewer concentrate on you and not on what you are doing in the interview!

Answering Interview Questions

How to answer Interview Questions

- Listen carefully. If the question is unclear ask politely for clarification.
- Pause before answering to consider all facts that may substantiate your response – it shows you can think.
- Always offer positive information and be enthusiastic.
- Get directly to the point.
- Discuss only the facts needed to respond to the question.
- Do not open yourself to areas of questioning that could pose difficulties for you.
- Be truthful, but do not offer unsolicited information.
- Focus and re-focus attention on your successes. Do not feel low because of some failures.

How to answer Interview Questions (Contd...)

- Don't worry about admitting you don't know – but keep this to the bare minimum.
- Be prepared for hypothetical situation questions – take your time on these.
- Be prepared for the unexpected question – it is designed to see how you cope with the unexpected.
- Assume all questions are asked for a good reason and answer accordingly.
- If you ask questions, keep them brief. Remember that you are being interviewed and not the other way round!
- Do not bad mouth old employers if previously employed.



What are the interviewer's concerns while interviewing you?

The interviewer's concerns

- Does the applicant have the ability to do the job?
- How does he or she relate to people?
- What kind of a person is this? A leader or a follower?
- What strengths does he or she have that we need?
- In what areas is he or she weak? How will this affect his/her performance on the job?
- What contribution has the applicant made in the previous company?
- What are his or her ambitions? Are they realistic?
- Does she or he have growth potential?
- How will the other interviewers react to him/her?
- Should this person get an offer?

What after the interview?

After the interview

- Thank the interviewer.
- Follow up politely – if you don't hear within the specified date.
- Chin up – if you did not get selected gear up for your next interview.

Reasons why you didn't get the job

Reasons why you didn't get that job

1. The vacancy no longer exists.
2. Competition from an internal candidate.
3. You remind them of someone they once worked with – 'halo' and 'horn' effect.
4. The job is not what you thought it was – your skills maybe under-utilized.
5. Your skills are not good enough for the job.
6. Most of the candidates could do the job.
7. You were not available to start the job when they wanted.
8. There was someone else who had the edge.

Conclusion

Remember

7 – 10% is what you say

20 – 30% is how you say it

60 – 80% is your image, your body language
and the overall impression you create

**Let's now conduct a few mock interviews to put
into practice what we learnt today....**

Mock Interviews

Objective

- To give the students an almost real-life experience in handling an interview.
- The other students who watch the interview in action will give feedback about what went 'right' and what went 'wrong' in the interview.

Analyzing the interview – what went ‘right’ and
‘wrong’ in the interview

Any questions????

Feedback Form to be filled

Thank You!