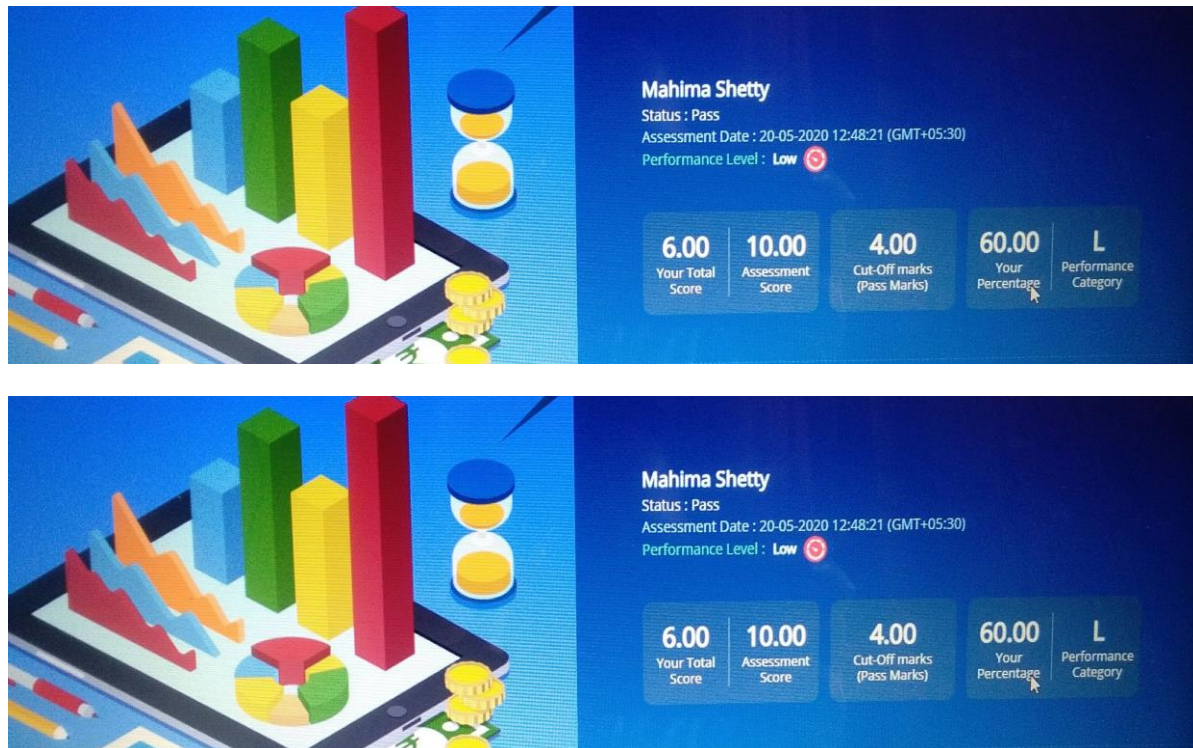


DAILY ASSESSMENT 3

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Course:	TCS ION	USN:	4AL15EC045
Topic:	Understand how to Ace corporate interviews	Semester & Section:	8 th A
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FORENOON SESSION DETAILS

Image of session



Understand how to Ace Corporate Interviews

❖ Objectives

- Preparation you need to do before an interview.
- Handling interviewer's questions and communication strengths.
- Best practise on following up on your interview.

❖ Interview

It is a procedure designed to obtain information from a person's oral response to oral inquiries.

❖ Before the interview

- Every interview is an experience of learning which takes place during the preparation. It is useful for the interview you are appearing for.
- The initial preparation requires a thorough investigation of skills, accomplishments, expertise and your interest.
- The interview preparation includes 4Ps: prepare, practise, present and participate.

❖ Preparation for a job interview

- A good assessment of yourself.
- Researching the organization.
- Updating your resume.
- Understanding the venue details.

❖ Dos before an interview

- Dress appropriately as per the corporate setting.
- Take care of personal grooming and cleanliness.
- Reach 10-15 minutes early.

❖ Don'ts before an interview

- Don't stay up late night.
- Don't feel nervous.
- Don't forget to be courteous to everybody.

- Don't hold negative thoughts of not being selected.

❖ **Men's interview attire**

- Suit or formal dark trouser and full sleeved shirt.
- Black and brown matching belt.
- With or without a tie.
- Dark socks, conservative leather shoes.
- Little or no jewellery.
- Neat hairstyle.
- Minimal aftershave.
- Neatly trimmed nails.

❖ **Women's interview attire**

- Suitor sober salwar kameez, saree.
- The suit skirt should be long enough to enable you to sit down comfortably.
- Coordinated blouses.
- Conservative shoes.
- Neat hairstyle.
- Light makeup and perfume.

❖ **Negotiation skills**

The main purpose of negotiating is to get closer to your objective.

❖ **Techniques required to be a good negotiator**

- Do not stick to a specific point of negotiation.
- Follow different styles and mannerisms to negotiate.
- Be comfortable in whatever style you choose.

❖ **Tell me about yourself**

- Be brief while responding.
- Show your interest in joining.
- Talk about your strengths and the skills that you have to offer to them.
- A brief on your career objectives should be given.

❖ **What are your strengths ?**

- Be genuine and accurate.
- Be brief and concise.
- Your responses should be relevant to the job.
- Demonstrate with example.

❖ **What are your weaknesses?**

- Make your response skill related.
- Make a weakness appear to be a strength.
- Describe it as an action that needs to improve.

❖ **What are your achievements**

- Educational achievements .
- Work related achievements.
- Personal achievements.

❖ **What do you know about the organisation?**

- Research the company thoroughly.
- Give details about the organisation.
- Talk about the company's position in the corporate world.
- Go through the company's website before going to the interview.

❖ What is your career objective?

- While answering the question make sure you answer :
- Creates an impact.
- Is a short and targeted statement.
- Is not more than 3-4lines.
- Relates to and matches the job requirement.

❖ Where do you see yourself five years down the line?

Make sure you answer :

- Is a blue-print of your aim .
- Is realistic.
- Is not a threat to the interviewer's position.

Learn corporate Etiquette

❖ Objectives

- Basic rules to be followed in a business environment.
- Importance of business dressing.
- Importance of cubicle etiquette.

❖ Business etiquette

It is defined as all the rules that one has to follow when in a business environment.

Basic rules :

- Greeting- greet everyone when you enter the office.
- Business cards- provide your business cards.
- Courtesies –space.
- Personal details.
- Personal hygiene.

❖ Cubical etiquette

- Neat and clean.
- Maintain a calendar.
- Few decorative items.
- Pen and notepad.
- Switch off lights and laptop.
- Remove post-its.

❖ Internet etiquette

- Respond to the e-mails on time.
- Use a proper greeting and complimentary close in your mails.
- Go through the FAQs of the site before posting any questions.
- Make sure the mail is crisp and with the good crisp line.

❖ Meeting etiquette

- Dress appropriately.
- Carry a pen and a notepad while attending the meeting.
- Be attentive and take notes.
- Be polite when asking questions.
- Ask questions in the allotted time slot.

❖ Courtesies at the door and the elevator

- Consider using stairs whenever possible
- Face forward when you stand in an elevator.
- If anyone holds the door for you , thank him or her.
- When u have to step out say “excuse me”.

