



Interview Skills

Way to be the Best.....

(Activity Guide)



Module 1- Developing Good Interview Skills

Trainer will ask the participants to “Introduce themselves” in 1 min with at least 5- 6 sentences.



S	T	A	R
SITUATION	TASK	ACTION	RESULT
<p>Set the scene.</p> <p>How did you help?</p> <div></div>	<p>What is the purpose?</p> <div></div>	<p>What did you do?</p> <div></div>	<p>What was the outcome?</p> <div></div>

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Write a script according to the scenario. For example describe an object like a Nokia Mobile Phone with a camera feature and ask the participants to send the completed exercise to the trainer via Email/WhatsApp .

Activity: Describing an object like a Nokia Mobile Phone with a camera feature to a customer

Description-1

Sir/Madam, I would like to tell you about this Nokia phone. I am sure you are well aware of the features of all Nokia phones. This phone also comes with the feature of a Camera. This means that you get the phone and the camera.

Description-2

Sir/Madam, I would like to tell you about this wonderful Nokia phone. I am sure you are well aware of the durability and long lasting feature of all Nokia phones. This phone also comes with the additional feature of a Camera. This means that you get the benefit of 2 products in 1. The phone is also very light to hold, which means it not only saves you money but also makes it more convenient to carry around.

Identify the key differences in both these sentences mentioned in the above two descriptions and work on your role play.

Scenario 1: Describing good things about a person to your friends whom you met in a party.

Scenario2: Describing about the traffic that you faced while coming to work

Scenario 3: Describing about the place and its beauty that you visited

Scenario 4: Describing about the fight that you had with an Auto driver

Scenario 5: Describing the cold weather in your city to your friend



Trainer to conduct Role play with the participants based on the following situations.

1. Raj is posted in Bangalore as a Manager in a software company. He meets Jhalak a resident of Bangalore and asks him to show him the way to reach his company at Whitefield.

2. Peter goes to a hotel to have his lunch. He meets his childhood friend Akbar and starts a conversation.

3. Ganesh meets his teacher at a bus top.

Trainer will ask the participants to complete the exercise and completed exercise screenshots to be sent to the trainer via email or WhatsApp

Situation 1: Ram meets his friend Radha at a bus-stop. They haven't seen each other in 3 months.

Situation 2: Arjun has been shortlisted for an interview with a reputed company in Bangalore. The job requires him to speak fluent English while interacting with Customers.

Situation 3: Imran is working as a Customer Service Executive in an electronics store. A customer walks into the store and approaches him.

Situation 4: Rani is working in a store that sells very beautiful and rare lamps. The lamps are quite expensive and cost around 5-10 thousand. A customer walks in complaining of a faulty lamp that he just bought 2 days ago. He is very angry!



Module 2- Understanding the Interview Process

Stand in front of the mirror and choose any 5 questions from the list below and answer like you are in an interview.

[illegible]

1. Tell me something about you:
2. Why are you interested in working for this organization?
3. Why should we hire you?
4. Why have you chosen this particular field?
5. Describe your best/worst experience in _____.
6. What is your major strength/weakness?
7. Give me an example of a problem you encountered either in school or at work, explain how you solved it.
8. Where do you see yourself in three years?

9. Describe an experience in which you contributed as part of a team.
10. If you could be an animal, which one would it be and why?
11. Which was the last book you read?
12. Describe any one of your hobbies.
13. Do you have any questions for me?

Download mobile app- Job interview English practice- convo english. Send screenshots of quiz/ send audio of simulations

Some additional interview questions for you to prepare on.

General

1. Tell me a little about yourself.
2. What are your strengths?
3. What are your weaknesses?
4. What are your short term goals?
5. What are your long term goals?
6. What do you want to be doing five years from now?
7. If you could change one thing about your personality, what would it be...
8. What does success mean to you?
9. What does failure mean to you?
10. Are you an organized person?
11. In what ways are you organized and disorganized?
12. Do you manage your time well?
13. How do you handle change?
14. How do you make important decisions?
15. Do you work well under pressure?

Work related

1. If you have problems or complaints with your current job, why haven't you...
2. Give me a specific example at your last position where...
3. What do you feel an employer owes an employee?
4. What do you expect from your manager?
5. Would you like to have your boss's job?
6. What did you hear about us?
7. What do you know about our product?
8. Have you managed people in any of the positions you've held?
9. What types of people do you have trouble getting along with?
10. Who do you think are our two major competitors?
11. Why do you like sales?
12. Do you see that stapler? Convince me to buy it.
13. How long have you been looking for a job?
14. Why haven't you received any offers so far?
15. If you don't understand your assignment and you can't reach your boss...



Module 3- Cover Letter and Resume Writing

Get your Resume

Trainer will ask the participants to get their current resume and find out 30-second commercial spot that will catch the hiring manager's attention within the first five seconds so she'll/ he'll keep reading. After identifying, trainer will ask each participant to discuss the same and at the end of the activity, will share the consolidated feedback to all the participants.

[illegible]

Evaluate your resume on the below site and work on the feedback given by Naukri.

<https://resume.naukri.com/resume-quality-score>

Trainer will ask each participant to make a cover letter for a job application and mail it to the trainer.



Module 4- Preparing for Interviews

Trainer will ask the students to send a picture of themselves dressed to go for interview and write a note on the do's and don'ts that they followed and send mail to the trainer.

[illegible]

[illegible]



Module 1- Workplace Readiness

Trainer will ask the participants to note down their Strengths, Weakness, Opportunities and Threats. Post this activity, trainer will ask the participants to present it in front of the class.

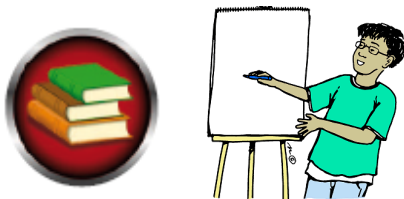


Trainer will show the video on 3 tips to boost your confidence. Based on the video, trainer will ask the participant to do the video activity - Each one of you must write down 3 benefits of a job according to you. Post the activity, the trainer must write all the unique points/unrepeated points by you on the white board, this will help us to understand- why taking up a job is important.

Trainer will show the video on Professional. Based on the video, trainer will ask the participant to note down the points in the participant guide.

Trainer will show the video on Cleanliness is next to Godliness. Based on the video, trainer will ask the participant to note down the points in the participant guide.

Trainer will show the video on Etiquette. Based on the video, trainer will ask the participant to note down the points in the participant guide.

[illegible]

- Create a professional resume.
- Look for ways to put a positive touch on your resume highlighting your accomplishments.
- Create a powerful, competent and experienced image by using action words to describe yourself and your achievements.

Every participant must prepare their resume with the help of the Trainer, using the computer lab, keeping all the 3 points mentioned above in mind.

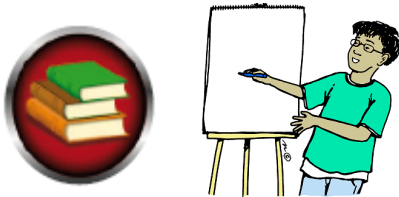


Step 3 – Know the Position

Make sure you and the position are a match.

- Duties of the position
- Compensation range
- Location
- Work schedules
- Benefits

Every participant must write down how the jobs mentioned in the TAFs match their requirements or how they match the job requirements.



- Organization's name
- Private or public
- What products or services Key management team

[illegible]



Trainer must practice a sample interview with every participant.

[illegible]