# Interview Skills

**The journey from "A Candidate to "The Candidate."**

# What Are interviews?

- ◈ Process of knowing someone with the help of a set of questions.
- ◈ We all have done it many times
- ◈ Where:
  - ◈ The viva
  - ◈ While making friends
  - ◈ Meeting new people
  - ◈ Gathering information
- ◈ But job interviews come with some pre- requisites

# Pre- Requisites of a Job Interview

- Preparation is always the most important criteria

- Prepare to be noticed

- Prepare to leave a strong impression

- Two step preparation Plan:
  - Preparing about your self
  - Preparing about the job profile



JOB INTERVIEW PREPARATION

# Preparation Plan

- Research about the company
  - Update and relevant facts about the company
  - Their latest projects
  - Company's latest news
  - The major products

- Practice Answering Questions
  - Answer questions that you may think can be asked
  - Make a smooth introduction for yourself
  - Questions related to skill set should be practiced
  - Be ready to answer questions about you attitude and behavior

# Preparation Plan

**Preparing ourselves for the interview:**

◈ **Dressing up for the interview**

  ◈ Look Sharp

  ◈ Be professional

◈ **Suits are not always important**

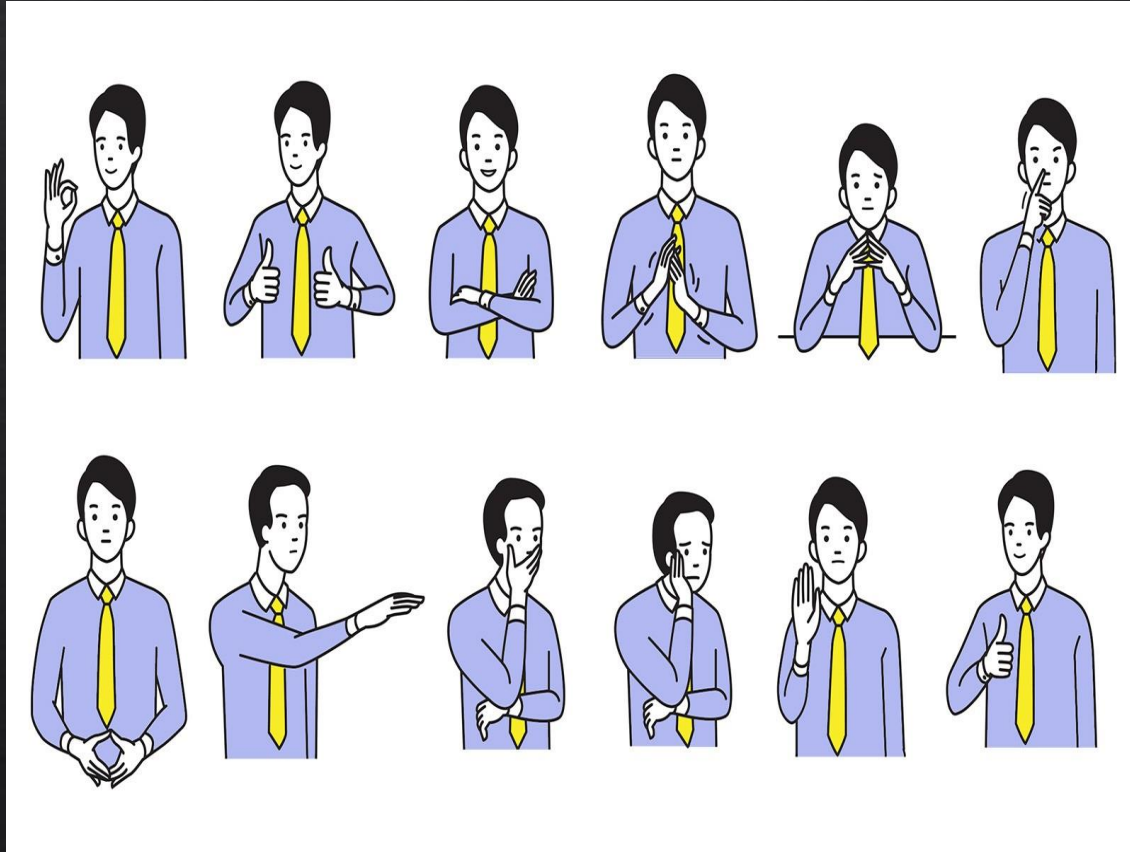**Your dress up creates your fist impression, so dress your best!**

# Arriving for the Interview



- Nothing makes a stronger impression than this
- Shows your interest to get the job
- Gives you time to relax
- Gives you the time to revise your introduction

# Interview Antics



- Body language:
  - Smile = Confidence
  - Be careful of the body posture
  - Make eye contact
  - Have a firm handshake
- In a virtual interview:
  - Smile
  - Pleasant and energetic greetings
  - Eye contact

# Interview Antics



- Communicate Effectively:
  - Be a good listener
  - Do not interrupt
  - Speak clearly- don't mumble
  - Speak slowly- don't rush
  - Nod while listening
  - Clarify if you have a doubt

# Handling Questions

◈ Be professionally oriented

◈ Be truthful

◈ Never say ill about anyone

◈ Be precise

◈ Support with examples

◈ Keep answers closed ended

# ANSWERING TECHNIQUE

# Answering Techniques

◇ **CAR**

  ◇ **Context**

  ◇ **Action**

  ◇ **Result**

◇ **STAR**

  ◇ **Situation**

  ◇ **Task**

  ◇ **Action**

  ◇ **Result**

IT'S NOT
OVER
YET