Interview Coaching Round (IC) - Overview

Interview Coaching Sessions: Student Guide

Objective

➔ This Interview Coaching Program is designed to give you a realistic interview experience and equip you with the skills and confidence needed to excel in Telephone screening and managerial/HR interview rounds.
➔ By practicing with real-time scenarios, personalized feedback, and targeted improvement areas, you'll develop the interview techniques crucial for standing out to employers.

Interview Process Overview

You'll participate in two rounds of interviews:

1. **Telephone Screening** (conducted over a phone call)
2. **HR Interview** (conducted on Hukumu, a virtual interview platform)

Pre-Interview Preparation

Before starting, ensure you:

1. **Complete Assignments**: Prepare answers to commonly asked questions without memorizing. Natural and authentic responses are key.
2. **Research the Company & Role**: Review the sample job descriptions (JDs) and understand the company's background to align your responses with the role.

> You must prepare for both the companies mentioned for your course **(JDs for all courses are attached below):**
>   a. **MERN** - Web development
>   b. **JAVA**
>   c. **Node**
>   d. **DA**
>   e. **SDET**

3. **Practice**: Speak aloud to ensure you are clear, natural, and not relying on copied responses. Plagiarized or overly scripted answers are discouraged and will affect your assessment.

Interview Process and Guidelines

Round 1: Telephone Screening

- **Duration**: 20 minutes (10 minutes Q&A, 10 minutes screening)
- **Format**: Phone Call

During the Interview (Non-Negotiables)

- **Be Ready**: Answer within 2 rings and be prepared with a quiet environment.
- **Caller Tune**: Avoid tunes; a neutral ring is preferable.
- **Focus on Environment**: Find a quiet location with no distractions.
- **Greet with Enthusiasm**: Start with a positive, professional greeting.
- **Active Listening**: Avoid interrupting the interviewer, listen fully, then respond.
- **Keep Responses Concise and Professional**: Avoid casual language; stay clear and to the point.
- **Impactful Responses:** Articulate your thoughts well by speaking clearly and slowly
- **Stay Professional and Prepared**: Have a charged phone with good network connectivity.
- **Hydration**: Keep water handy for comfort.

Tip: Record your telephone screening call to review your performance and feedback.

Assessment Parameters for Telephone Screening

The telephone screening round will assess:

C0 (Chunk 0): Hygiene Factors

- **Timely Response**: Answer within 2-3 rings.
- **Caller Tune**: Ensure it's appropriate (or absent).
- **Environment Check**: Ensure quiet surroundings with good audio quality.
- **Positive Greeting**: Greet the interviewer with enthusiasm
- **First Impression:** Create a good first impression with readiness and politeness

Category cut-off: 60% & above

C1 (Chunk 1): Interview Responses

Questions to Expect: During this round, the interviewer may ask any **7-10 questions**:

- Mandatory Questions:
  - Tell me about yourself. (Self-introduction)

- ○ Why did you apply for this position? (1 reason for joining, 2-3 relevant skills aligned with the JD)
  - ○ Basic tech question (gauging comfort with tech details and relevant keywords).
  - ○ Project-related questions (discussing details from your projects).
  - ○ What are your salary expectations?
  - ○ Are you willing to relocate to [location]?
- Optional Questions (if time permits):
  - ○ What motivated you to choose this career path?
  - ○ What skill set do you have that is relevant to this position?
  - ○ Are you currently employed? (notice period details, if applicable)
  - ○ Flexibility with the position's working schedule (working days and hours).

Category cut-off: 60% & above

Round 2: HR Interview on Hukumu

- **Duration**: 20-30 minutes (10-20 minutes for Q&A, 10 minutes for feedback)
- **Platform**: Virtual (Hukumu platform)

During the Interview (Non-Negotiables)

- **Professional Appearance**: Dress in business casual or formal attire, with neat grooming and a polished look.
- **Presentable Background**: A plain, professional background is required. You may use a monochromatic virtual background (office setting), but avoid using the blur feature.
- **Good Lighting**: Ensure you are in a well-lit area to avoid shadows.
- **Professional Profile Picture**: Use a professional profile picture on Hukumu, your resume, and any associated profiles.
- **Stable Connection and audio**: Check your internet connection and mic settings in advance.
- **Positive Energy and Engagement**: Stay enthusiastic, engaged, and show genuine interest.

Tip: After the HR round, review your recording on Hukumu to identify areas to improve based on the feedback.

Assessment Parameters for HR Interview on Hukumu

The HR interview will evaluate your interview readiness and presentation on:

- **Hygiene Factors**: Clean background, adequate lighting, clear audio, and video quality.
- **Professionalism**: Your attire, greeting, and initial impression.
- **Behavior**: Your attitude and engagement level.

- **Substance**: Relevance and clarity of your answers with suitable examples and explanations.
- **Structure**: Clear and organized responses.
- **Language Capability**: Articulation of thoughts, neutral accent, and sentence structure.
- **Confidence**: Self-assurance in responses and handling questions.
- **Body Language**: Maintaining positive, open, and professional posture.
- **Clarity of Speech**: Speaking clearly, fluently, and naturally.
- **Conversational Skills**: Engaging with the interviewer naturally.
- **Gestures & Posture**: Displaying an open, attentive posture.

Interview Questions

Questions to Expect: The interviewer may ask up to **10-15 questions** covering the following:

1. **Self-Introduction**: Introduce yourself smoothly, maintaining fluency and a positive flow.
2. **Curveball/Stress Questions**: Handle unexpected questions with calmness and confidence.
3. **Follow-Up Questions**: Respond naturally to any follow-up queries.
4. **Common Interview Questions**: Demonstrate knowledge by responding to standard interview questions.
5. **Company Knowledge**: Show research about the company, explaining why you're interested.
6. **Role Understanding**: Explain your understanding of the job description and its requirements and align with your suitability and eligibility for the role
7. **Relevant Questions**: Ask 2-3 thoughtful questions (about the role/company + feedback, next steps) when given the opportunity.
8. **Salary Expectations**: Clearly state your expected salary.
9. **Location Preferences**: Mention any relevant preferences regarding relocation or remote work.

Important Notes

- **Attempts**: You have **only one attempt** to clear each round.
- **Your performance in the IC rounds will decide the number of opportunities you will have in placements.**
- **Feedback Application**: Review feedback after each interview and use your recordings to work on improvement areas.
- **No Plagiarism or Memorization**: Answers must be natural and in your own words. Plagiarized or overly scripted responses will negatively impact your score.

With full engagement and adherence to these guidelines, you'll be equipped to perform confidently and professionally in your future interviews. All the best!