

Unit - 4

Interview: Interview is an important selection technique where there is two way exchange of information either on one-to-one basis or by an interview panel.

* It is a face to face interaction b/w interviewer and interviewee.

* It has a definite purpose to both the parties.

* It is generally based on pre structured questions to be asked in a definite manner.

Importance of Interview: Interview serves the following purposes:-

- ① Helps in selecting most suitable candidate for job.
- ② Provide candidate information about the organisation and the job for which he applied.
- ③ Helps in knowing details about candidate's personality.
- ④ It helps both parties know each other in detail.

Types of Interview: Interview can be of the following types:-

- ① Exit Interview: An exit interview is conducted b/w a representative of department of company's HR and an employee who is going to leave the company.
- ② Stress Interview: Stress interview is conducted to check ~~the~~ how candidate acts and speaks under pressure. The interviewer may adopt harsh attitude during the interview.
- ③ Appraisal Interview: Appraisal interview is conducted once in an year in a company. It evaluates employee's performance over last year and tasks and objectives for the next year.
- ④ Promotion Interview: Promotion interview is conducted when an employee wishes to get a job of higher importance, even if the person is only candidate for the post.

Tips and Tactics of Interview:

- ① Research: Spend time to research on the company and position you're applying for.
- ② Preparation: come up with several specific answers to potential questions

- ③ Punctuality: Arrive at least 15 min before scheduled time
- ④ Professionalism: make sure that your attire is professional, use professional language and be polite.
- ⑤ Communication: correct pronunciation, avoid jargons.
- ⑥ Listening: listen ~~care~~ carefully to interviewer, use non-verbal cues such as nodding, eye contact, etc.
- ⑦ Ask questions: ask genuine questions
- ⑧ Confidence: Be confident.
- ⑨ Showing Interest: convey genuine interest in company and position.
- ⑩ Follow-up: Thank you mail & follow-up mail next day.

Resume: A resume is a short, crisp and to the point document created for purpose of applying to a specific job.

* In resume, we only mention aspects of work experience and skills that are relevant to job we are applying for.

* It is generally single page

Resume contains:

- ① Full Name
- ② Job Title
- ③ Contact info
- ④ Resume Summary
- ⑤ Work Experience
- ⑥ Education
- ⑦ Relevant skills
- ⑧ Language Proficiency
- ⑨ Relevant certifications & interests.

Format :

Full Name

Job Title

Contact
info

Resume Summary

Work Experience

① Post
Organisation
Year
Impact

Education

① Degree
College
Year

Relevant Skills

• _____ • _____
• _____ • _____

Language Proficiency

Relevant Certifications &
Interests