

## **BCSL Assignment 13**

**Name: Shivanjali Mohite**

**Roll No.: 21362**

**Class: SE-3**

**Batch: H3**

**Title: Mock Interviews**

**Problem Definition:**

To conduct the different types of interview process for the students.

**Definition of Interview:**

The word 'interview' comes from 'inter' & 'view'. 'Inter' means in between & 'view' means to see. In fact, an interview is a process in which the employer gets an opportunity to see whether the candidate is suitable for the position vacant, & the candidate tries to prove that he / she possesses the desired skills & knowledge.

**Mock Interview:**

- The role of the mock interviewer during this portion of the interview is to advise you on appropriate questions to ask and guide you to resources that may provide you with tips on appropriate questions to ask.

**Purpose:**

- To provide feedback that will aid you in assessing current strengths and weaknesses regarding your interviewing skills.
- To help you with the interview process: developing confidence and enhancing skills.

**Types of Interviews:**

- Informational Interview
- Screening or Telephone Interview

- Individual Interview
- Small Group or Committee Interview
- The Second or On-Site Interview
- Behavioural-Based Interview
- Task Oriented or Testing Interview
- Stress Interview

### **Do's and Don'ts:**

#### **Dos**

- Dress appropriately for the industry; err on the side of being conservative to show you take the interview seriously. Your personal grooming and cleanliness should be impeccable.
- Know the exact time and location of your interview; know how long it takes to get there, park, find a rest room to freshen up, etc.
- Arrive early; 10 minutes prior to the interview start time [or earlier if the event or employer instructs you to do so].
- Treat other people you encounter with courtesy and respect. Their opinions of you might be solicited during hiring decisions.
- Offer a firm handshake, make eye contact, and have a friendly expression when you are greeted by your interviewer.
- Listen to be sure you understand your interviewer's name and the correct pronunciation.
- Even when your interviewer gives you a first and last name, address your interviewer by title (Ms., Mr., Dr.) and last name, until invited to do otherwise.
- Maintain good eye contact during the interview.
- Sit still in your seat; avoid fidgeting and slouching.
- Respond to questions and back up your statements about yourself with specific examples whenever possible.

- Treat the interview seriously and as though you are truly interested in the employer and the opportunity presented.
- Exhibit a positive attitude. The interviewer is evaluating you as a potential co-worker. Behave like someone you would want to work with.
- Have intelligent questions prepared to ask the interviewer. Having done your research about the employer in advance, ask questions which you did not find answered in your research.
- Evaluate the interviewer and the organization s/he represents. An interview is a two-way street. Conduct yourself cordially and respectfully, while thinking critically about the way you are treated and the values and priorities of the organization.
- Do expect to be treated appropriately. If you believe you were treated inappropriately or asked questions that were inappropriate or made you uncomfortable, discuss this with a Career and Professional Development advisor or the director.
- Make sure you understand the employer's next step in the hiring process; know when and from whom you should expect to hear next. Know what action you are expected to take next, if any.
- When the interviewer concludes the interview, offer a firm handshake and make eye contact. Depart gracefully.
- After the interview, make notes right away so you don't forget critical details.
- Write a thank-you letter to your interviewer promptly.

### **Don'ts**

- Don't make excuses. Take responsibility for your decisions and your actions.
- Don't make negative comments about previous employers or professors (or others).
- Don't falsify application materials or answers to interview questions.
- Don't treat the interview casually, as if you are just shopping around or doing the interview for practice. This is an insult to the interviewer and to the organization.
- Don't give the impression that you are only interested in an organization because of its geographic location.
- Don't give the impression you are only interested in salary; don't ask about salary and benefits issues until the subject is brought up by the employer.

- Don't act as though you would take any job or are desperate for employment.
- Don't make the interviewer guess what type of work you are interested in; it is not the interviewer's job to act as a career advisor to you.
- Don't be unprepared for typical interview questions. You may not be asked all of them in every interview but being unprepared will not help you.
- A job search can be hard work and involve frustrations; don't exhibit frustrations or a negative attitude in an interview.
- Don't go to extremes with your posture; don't slouch, and don't sit rigidly on the edge of your chair.
- Don't assume that a female interviewer is "Mrs." or "Miss." Address her as "Ms." unless told otherwise. (If she has a Ph.D. or other doctoral degree or medical degree, use "Dr. [last name]" just as you would with a male interviewer. Marital status of anyone, regardless of gender, is irrelevant to the purpose of the interview.
- Don't chew gum or smell like smoke.
- Don't allow your cell phone to sound during the interview. If it does, apologize quickly and ignore it. Don't take a cell phone call. Don't look at a text message.
- Don't take your parents, your pet (an assistance animal is not a pet in this circumstance), spouse, fiancé, friends, or anyone to an interview. If you are not grown up and independent enough to attend an interview alone, you're insufficiently grown up and independent for a job.

### **Difference between various types of interviews:**

#### **1. Informational Interview**

In an informational interview the objective is to seek advice and learn more about a particular employer, sector, or job. Interviewing experts in their field is one more way to add to your employment knowledge base. As a result, gaining this information means you are more prepared. It is also an excellent way of networking and adding to your contacts.

#### **2. Screening or Telephone Interview**

Phone interviews – these types of interviews are proving to be a more cost-effective way to screen candidates. Slots range from 10 to 30 minutes. Firstly, prepare for it as if it is an open book exam. Secondly, make sure you have

your CV, the job description, list of references and prepared answers noted in front of you. A large part of communication is visual and as they can't see your body language, it is critical to have positive and sharp answers delivered with enthusiasm. Finally, don't forget to ask what the next step will be.

### 3. Individual Interview

Often referred to as a "personal interview" this is the most common type of interview and is usually held face to face at the company's offices. Find out

the approximate length of the interview to prepare; they range from 30 to 90 minutes. Shorter interviews will mean delivering concise answers that are to the point. On the other hand, longer interviews allow you more time to go into detail and support your answers with examples.

### 4. Small Group or Committee Interview

These types of interviews mean meeting a panel of decision makers at once. This can be daunting and intimidating if you are not well prepared in advance. However, more than one interviewer means efficiency and an opportunity for different opinions of the same answer. Try to build a rapport with each member of the panel and be sure to make eye contact with

everyone not just the person asking the question. It is also worth trying to find out the names and roles of those on the panel.

### 5. The Second or On-Site Interview

The second interview means you have been successful on the first occasion, and they would like to know more. As a result, these types of interviews can be longer, some lasting half or a full day. They often mean meeting three to five people which can include Human Resources, the line manager, office staff and the head of department. Most importantly, be 'on the ball' and show enthusiasm! Try to find out as much as possible about the agenda for the day as this will go some way to making you feel less anxious about the whole process. This is usually the last stage before an offer of employment is made.

### 6. Behavioural-Based Interview

Known as Critical Behavioural Interviewing (CBI), the theory is that past performance in a similar situation is the best predictor of future performance. This method of interview probes much deeper than the usual interviewing techniques. Have specific examples ready that highlight your attributes in core areas such as teamwork, problem-solving, communication, creativity, flexibility, and organisational skills. However, be structured in your answers and explain your examples in terms of the situation, the task, the action you took, and the outcome achieved.

## 7. Task Oriented or Testing Interview

These types of interviews are structured in a way that allows you to demonstrate your creative and analytical abilities in problem solving through varied tasks or exercises. It may include a short test to evaluate your technical knowledge and skills. Other tasks can be delivering a presentation to a group to determine your communication skills. Relaxing is key!

## **Conclusion:**

The activity of mock interviews helped me understand the different types of interviews and their importance, also how to remain calm and tackle the different interviews. The mock interview made me confident enough for a real interview.