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Topic: Corporate Interviews.

Sem. Section: IV Sem &amp; A' Sec.

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Report:

- \* The importance of an interview.
- \* Enumerate the skills & expertise an interview requires.
- \* Identify the engagement rules of a face-to-face interview.
- \* The interview is a widely used process of screening applicants for jobs.

According to Gary Desler, "An interview is a procedure designed to obtain information from a person's oral response to oral inquiries."

Preparation for a job interview.

- \* Every interview is an experience of learning which takes place during the preparation. It is useful for the interview you are appearing for.
- \* A Good Assessment of yourself.
- \* Researching the organization
- \* Updating your resume
- \* understanding the venue details.

Do's before an interview:

- \* Dress appropriately as per the corporate setting.
- \* Take care of personal grooming & cleanliness.
- \* Reach 10-15 min early.

Don'ts before an interview:

- \* Don't stay up late at night.
- \* Don't overeat
- \* Don't feel nervous.

Tips to handle negotiation responses:-

- \* Do not feel obliged to respond immediately; take time, ask for

clarifications, if required.

- \* write down the key notes / points, if required.
- \* Discuss the responses in detail.

Frequently asking questions:-

- \* Tell me something about yourself.
- \* Why should we hire you?
- \* What are your strengths?
- \* What are your weaknesses?
- \* What are your achievements?
- \* What do you know about the Organization?
- \* What is your Career Objective?

SMART: S → Specific M → Measurable A → Attainable R → Relevant T → Timely

Learn Corporate Etiquette:-

Business etiquette can be defined as all the rules that one has to follow when in a business environment.

- \* Business cards are used to build your contact list.

Cubicle Etiquette:

- |                        |                              |
|------------------------|------------------------------|
| * Neat & Clean         | * Pen & notepad.             |
| * Maintain a calendar  | * Switch off lights & laptop |
| * Few decorative items | * Remove post-its.           |

Don'ts:

- \* Do not talk loudly or shout unnecessarily.
- \* Do not eat at the workstation.
- \* Do not use the office phone for personal use.

Internet Etiquette:

Meeting Etiquette:

- \* Read about the agenda / Subject before attending the meeting.
- \* Carry a pen & notepad to the meeting.



Write an effective Email :-

What is an Email?

+ Email is the short form for Electronic mail. It is the information sent electronically between two or more people over a network. It involves a sender & receiver.

Some Good Opening Lines.