

Effective Communication at Job Interviews

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Abstract

Job interview is a meeting between an eligible candidate who is looking for a position in an organisation and a recruiter who has been given the responsibility to select the most appropriate person for the particular job. It is an opportunity for both the aforementioned parties to know each other and fulfill the purpose.

This report focusses on the candidate side of the Job interview and how should a person present himself/herself to the interviewer in order to increase his/her chances of getting the job offer. It deals with two main kind of interviews Telephonic and Personal, and discusses the verbal and non verbal aspects of both.

I have also included two sections in the appendix which are not directly related to ones success at Job interviews but are more of informative nature for candidates sitting in an interview.

Chapter 1

Whom does it concern?

1.1 Introduction

1.1.1 History

Chapter 2

Types of a Job interview

2.1 Introduction

2.1.1 Usage

Chapter 3

Telephonic Interviews

Chapter 4

Personal Interviews

Appendix A

Technical Knowledge vs. Communication Skills

Appendix B

Interviewer Biases

Bibliography