

Effective Communication in Job Interviews

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Outline:

1. Whom does this concern?
2. The need and importance of a Job Interview
3. Types of Job Interviews
 1. Telephonic
 2. Personal
4. Subtypes of Job Interviews
 1. Technical Interview
 2. Stress Interview
 3. Panel Interview
 4. HR Interview
5. Effective Communication
 1. Telephonic Interviews
 1. Verbal aspects
 2. Non Verbal aspects
 2. Personal Interview
 1. Verbal aspects
 2. Non Verbal aspects
6. Appendix I: Technical knowledge vs. Communication Skills
7. Appendix II: Interviewer Biases (Based on actual data)