

## Day 7 : Ace Corporate Interviews

Ek online course ka overview dikhata hai jiska naam hai "**Understand How to Ace Corporate Interviews**". Neeche iske important points ko Hinglish mein samjhaaya gaya hai:

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### Course Overview

Is course mein aap seekhenge kaise ek corporate interview ko confidently face karein. Aapko yeh sikhaya jaayega ki kaise questions ka smartly jawab dena hai aur stress ko kaise control karna hai.

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### Target Audience (Kis ke liye course bana hai?)

- Undergraduate students jo job dhund rahe hain
  - Working professionals
  - Entrepreneurs (jo apna business karte hain)
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### Course Content (Kya-kya seekhenge is course mein?)

- **Interview se pehle ka process** – kaise prepare karein
  - **Interview ke dauraan kya hota hai** – body language, jawab dena etc.
  - **Interview ke baad ka process** – follow-up kaise karein
  - **FAQs during Interview** – aam questions jo pooche jaate hain
  - **Summary** – poore course ka short recap
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### Course Information

- Poora course **sirf 2 ghante** mein complete kiya ja sakta hai
  - Isme **slides ke form mein self-learning material** diya gaya hai
  - **End mein ek assessment (test)** hogा
  - **Certificate paane ke liye assessment complete karna compulsory hai**
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## Module (7) :

### Course: Understand How to Ace Corporate Interviews

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#### Objectives :

Is course mein aap seekhenge:

- Interview ki importance explain karna. (Interview kyon zaroori hai, yeh samjhna.)
  - Interview ke liye required skills aur expertise ko imbibe karna. (Interview ke liye kya-kya skills aur expertise chahiye, unhe apnana.)
  - Face-to-face interview ke engagement rules ko identify karna. (Direct interview mein kin baaton ka khayal rakhna hai, yeh pehchanana.)
  - Interview questions ka effectively answer kaise karein, yeh jaanna. (Interview ke sawalon ka achhe se jawab kaise dein.)
  - Ek effective interview ke Do's aur Don'ts list karna. (Ek achhe interview mein kya karein aur kya na karein, uski list banana.)
  - Ek acchi opening aur closing interview strategy develop karna. (Interview ki shuruat aur end kaise achha banayein, iski strategy banana.)
  - Apni strengths aur weaknesses ko identify karna. (Apni taqat aur kamzoriyon ko pehchanana.)
  - Organization ke baare mein general information collect karne ke steps describe karna. (Company ke baare mein basic jankari kaise nikalein, uske steps batana.)
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#### What is an Interview? (Interview kya hai?)

- Interview jobs ke applicants ko screen karne ka ek widely used process hai. (Interview ek common tareeka hai jismein job ke liye apply karne walon ko chhana jata hai.)
  - Yeh candidate, uski skills, background aur personality type ke baare mein sabse direct information provide karta hai. (Isse candidate ki skills, history aur uski personality ke baare mein seedhi jankari milti hai.)
  - **Gary Dessler ke according:** "An interview is a procedure designed to obtain information from a person's oral response to oral inquiries." (Interview ek procedure hai jismein kisi vyakti ke muh se diye gaye jawab se jankari nikali jati hai.)
  - **Bovee aur Thill ke according:** "An interview is any planned conversation with a specific purpose involving two or more people." (Interview ek planned conversation hai jiska ek specific purpose hota hai aur ismein do ya do se zyada log shamil hote hain.)
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## **Interview Process - Before the Interview (Interview se Pehle ki Taiyari)**

### **Preparation for a Job Interview (Job Interview ke liye Taiyari)**

- Har interview ek learning experience hota hai jo preparation ke dauran hota hai.
- Yeh us interview ke liye useful hai jiske liye aap appear ho rahe hain.
- Initial preparation mein apni skills, accomplishments, expertise aur interests ki thorough investigation zaroori hai.
- Interview preparation mein 4 Ps shamil hain: Prepare, Practice, Present aur Participate.

### **Preparing for a Job Interview (Job Interview ke liye Taiyar hona)**

- Apna accha self-assessment karna.
  - Organization ke baare mein research karna.
  - Apna resume update karna.
  - Commonly pooche jaane wale questions ki list banana.
  - Venue details ko samajhna.
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### **Do's before an Interview (Interview se pehle kya karein)**

- Corporate setting ke hisaab se dress appropriately karein.
- Personal grooming aur cleanliness ka khayal rakhein.
- 10-15 minutes pehle pahunche.
- Interview ke time aur location ke baare mein sure rahein, pata karein wahan tak pahunchne mein kitna time lagta hai.

### **Don'ts before an Interview (Interview se pehle kya na karein)**

- Raat mein der tak na jagein.
  - Overeat na karein ya carbonated soft drinks na piyein.
  - Select na hone ke negative thoughts na rakhein.
  - Nervous feel na karein.
  - Sabke prati courteous rehna na bhoolein.
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### **Men's Interview Attire (Purushon ke liye Interview ki Poshak)**

- Suit (solid colour - navy ya dark grey) ya formal dark trouser aur full-sleeved shirt.
- Long sleeved shirt (white ya suit ke saath coordinated).
- Black ya brown matching belt.
- Tie ke saath ya bina tie ke.

- Dark socks, conservative leather shoes.
- Little ya no jewelry.
- Neat hairstyle.
- Minimal aftershave.
- Neatly trimmed nails.
- Document file ya briefcase.

### **Women's Interview Attire (Mahilaon ke liye Interview ki Poshak)**

- Suit (navy, black ya dark grey), Sober salwar kameez, Saree (Indian attire).
  - Suit skirt itni lambi honi chahiye ki aap comfortably baith sakein.
  - Coordinated blouse.
  - Conservative shoes.
  - Limited jewelry (no dangling earrings ya arms full of bracelets).
  - Neat hairstyle.
  - Light make-up aur perfume.
  - Neatly manicured clean nails.
  - Portfolio ya briefcase.
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### **Interview Process - During the Interview (Interview ke Dauran)**

#### **Do's of an Interview**

- Sabko courtesy aur respect ke saath treat karein.
- Sabko greet karein.
- Handshake ke liye ready rahein.
- Attentive listener banein taaki questions samajh sakein.
- Interviewer ko Sir/Ma'am keh kar address karein.
- Poore interview mein good eye contact maintain karein.
- Alert rahein aur seat par seedhe baithein.
- Questions ka jawab warmly aur specific examples ke saath dein.
- Agar question samajh na aaye toh clarification maangein.
- Apne response mein brief aur concise rahein.
- Formal words aur expressions aur appropriate grammar ka use karein.
- Employer aur jis job ke liye interview de rahe hain, usmein apna interest dikhayein.
- Questions ka jawab positive manner mein dein.

- Apni tone polite phir bhi firm rakhein.
- Ek situation par respond karne ke liye time lein.
- Apna enthusiasm dikhayein.

## **Don'ts of an Interview**

- Jab aapse pucha na jaye, tab tak self-praise na karein.
  - Space aur legal ke baare mein baat na karein.
  - Previous employers ya managers ke baare mein negative baat na karein.
  - Interview ke dauran interest ki kami na dikhayein.
  - Yeh impression na dein ki aap sirf money ya salary mein interested hain.
  - Rude ya impatient na banein, politely 'no' kahein.
  - Slang aur informal words jaise "okay, you know," etc. ka use na karein.
  - Don't chew gum.
  - Don't smell of sweat.
  - Don't keep your mobile on during the interview.
  - Don't appear in a hurry.
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## **Interview Process - After the Interview (Interview ke Baad)**

### **Negotiation Skills**

- Negotiating ka main purpose un cheezon ko hasil karna hai jo difficult ho. Lekin negotiation hamesha "win-win situation" ke baare mein hoti hai.

### **Techniques required to be a good negotiator**

- Doosre person ki jagah khud ko rakh kar dekhein.
- Specific point of negotiation par stick na karein.
- Negotiate karne ke liye different expressions aur manners follow karein.
- Clear aur expressive banein.
- Calm, relaxed aur focused rahein.

### **How to handle negotiation responses?**

- Agar immediately respond karne mein difficult feel karein, toh time lein.
- Keypoints likh lein.
- Offer ko evaluate karein.
- Resources ko discuss karein.
- Apna feedback terms offered par share karein.

- Accommodation par baat karein (if any).
  - Suggestions dein ki cheezein kaise aapke interest mein move kar sakti hain.
  - Negotiate politely aur don't argue.
  - Cheezon ko settle karein agar yeh aapke liye agreeable ho.
  - Aage ki correspondence ke liye written agreement ya figures prepare karein.
  - Positive response dein.
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## Common Interview Questions

### Tell me something about yourself!

- Greeting ke saath shuru karein.
- "My name is \_\_\_\_\_" ya "I am \_\_\_\_\_".
- Apni academic qualifications batayein.
- Distinction/achievements mention karein.
- Technical skills aur certifications share karein.
- Work experience ho toh career summary dein.
- Projects ya special assignments mention karein.
- Apne goals aur objectives discuss karein.
- Strengths aur weaknesses batayein (diplomatic).
- Zyada personal info avoid karein.
- Politely thank karein.

### Why should we hire you?

- Best qualifications aur experience share karein.
- Company ke liye kaise useful honge yeh batayein.
- Exceptional results produce karne ki ability dikhayein.
- Passion for the job profile dikhayein.
- Communication aur team player skills batayein.

### What are your strengths?

- Job requirements se match hone wali strengths batayein.
- Genuine aur accurate rahein.
- Brief and concise response dein.
- Relevant example dein.

## **What are your weaknesses?**

- Chhoti weakness batayein jo strength ban sakti ho.
- Area of improvement discuss karein.

## **What do you know about the organization?**

- Company ko thoroughly research karein.
- Websites padhkar info lein.
- Positive discussion karein.
- Knowledge show karein bina over-smart bane.

## **What is your career objective?**

- Impactful aur short statement dein (3-4 lines).
- Relevant ho aur job requirement ko indicate karein.

## **Where do you see yourself five years down the line?**

- Realistic aur SMART approach follow karein:
  - Specific, Measurable, Attainable, Relevant, Timely
- Interviewer ki job ka threat na lage.

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## **Points to Remember**

- Thoroughly prepared raho.
- Resume update karo.
- Dress formally.
- SMART approach use karo.
- Smile dikhao.
- Organization ka research karo.
- Time par pahuncho.
- Polite aur courteous raho.
- Best aur concise responses do.
- Positive note par interview lo.
- Handshake ke liye ready raho.
- Kya kehna chahte ho yeh clear karo.
- Nervousness control karo.
- Slang avoid karo.
- Enthusiasm dikhao.
- Kisi ki burai na karo.
- Follow up karna mat bhoolein.

## **Summary (Saaransh)**

- Interview ki importance
- Interview ke liye zaroori skills aur expertise
- Face-to-face interview ke engagement rules
- Interview questions ka effectively jawab
- Interview ke Do's aur Don'ts
- Opening aur closing strategy
- Strengths aur weaknesses pehchanna
- Organization ke baare mein general information collect karna

## Case Study: Aman ka Pehla Interview - Taiyari ka Sach

### Background:

Aman, ek final year BTech student hai. Usse ek reputed IT company se interview call aata hai. Yeh uska pehla corporate interview hai, isliye woh thoda excited bhi hai aur nervous bhi.

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#### Do's Jo Aman Ne Follow Kiye:

1. **Resume Update Kiya** – Aman ne apna latest project aur internship resume mein add kiya aur soft + hard copy dono ready rakha.
  2. **Company Research Ki** – Usne company ki website dekhi, uske recent projects aur values samjhe.
  3. **Formal Dress Pehna** – Usne ek light blue shirt aur dark grey trouser pehna, neatly polished shoes ke saath.
  4. **Venue Check Kiya** – Ek din pehle hi usne location dekh li thi aur timing bhi confirm kar liya tha.
  5. **Time Se 15 Min Pehle Pahucha** – Usne rush avoid karne ke liye buffer time rakha aur relaxed mood mein interview location par pahucha.
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#### Don'ts Jo Aman Ne Galti Se Kiye:

1. **Late Night Gaming** – Interview se ek raat pehle Aman late tak gaming karta raha, jisse woh morning mein tired feel kar raha tha.
  2. **Overeat Kar Liya** – Interview ke pehle excitement mein usne zyada khana kha liya, jisse uska mood down ho gaya.
  3. **Thoda Nervous Tha** – Entrance pe woh confident dikhne ki jagah anxious lag raha tha.
  4. **Mobile Silent Par Nahi Kiya** – Interview room ke bahar uska phone ring ho gaya jo thoda awkward tha.
  5. **Negative Soch Li** – Andar jaane se pehle uske mann mein aaya: “Shayad mujhe select hi na karein...” – jisse uska confidence aur kam ho gaya.
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#### Lesson from Aman's Story:

Agar Aman raat ko achhi neend leta, overthinking se bachta aur phone silent karta – toh woh aur bhi achha perform kar sakta tha. Uski preparation strong thi, lekin kuch **Don'ts** ne uska impression halki si kami kar diya.

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#### Moral:

Interview ke pehle sirf kapdon aur resume ki nahi, apne mindset aur routine ki bhi taiyari zaroori hai.

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## Case Study: Riya ki Interview ke Baad ki Strategy – Ek Seekh

### Background:

Riya ek MBA graduate hai jo ek MNC ke HR Executive profile ke liye interview dene gayi. Interview theek-thaak gaya, lekin asli test interview ke baad start hua...

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#### Do's Jo Riya Ne Follow Kiye:

1. **Thank You Email Bhejna** – Riya ne interview ke 24 ghante ke andar ek polite aur professional thank-you email bheja:  
*"Thank you for the opportunity. It was a pleasure interacting with you and learning about your organization. I look forward to hearing from you."*
  2. **Self-Evaluation Ki** – Interview ke baad usne turant apni performance analyze ki – kis question ka jawab acha diya aur kaha weak thi.
  3. **Follow-Up Time Diya** – Usne company ko decision lene ke liye waqt diya. Jaldi-jaldi call ya message nahi kiya.
  4. **Next Steps Ki Preparation Shuru Ki** – Riya ne dusre interviews ke liye bhi apni preparation continue rakhi (ek hi company pe depend nahi kiya).
  5. **Positive Soch Rakhi** – Chahe selection ho ya na ho, usne har interview ko ek learning experience maana.
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#### Don'ts Jo Riya Ke Ek Dost Rahul Ne Kiye:

1. **Bina Follow-up Email ke Chup Baith Gaya** – Rahul ne interview ke baad kisi tarah ka appreciation message ya communication nahi kiya.
  2. **Aggressive Follow-up Kiya** – Interview ke 2 din baad hi woh HR ko bar-bar call karne laga, jo unprofessional laga.
  3. **Negative Sochne Laga** – Rahul sochne laga, "Mujhe call hi nahi aayega," aur demotivated ho gaya.
  4. **Doston Mein Gussa Nikaalne Laga** – Usne interviewer aur company ke khilaaf social media pe negative comments kar diye.
  5. **Resume Update Nahi Kiya** – Rahul ne agle interviews ke liye apna resume update nahi kiya – woh isi ek interview ke result pe depend karta raha.
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#### Lesson from Riya's Story:

Riya ne **professionalism, patience aur positivity** dikhayi – jo uski maturity aur corporate readiness ko reflect karta hai. Chahe result kuch bhi ho, uska attitude clear winner tha.

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#### Moral:

Interview ke baad bhi aapka **attitude aur communication style** aapke selection mein major role play karta hai. Good impression banaye rakhna bhi ek skill hoti hai!

## Case Study: "Aarav's Smart Salary Negotiation – During & After the Interview"

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### Background:

Aarav, a BTech graduate with 1 year of internship experience in software development, appeared for an interview at a growing IT startup for the role of *Junior Backend Developer*. The position mentioned "Salary: As per industry standards".

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## Scene 1: Salary Negotiation During the Interview

### Interviewer:

"Aarav, what are your salary expectations?"

### What Aarav did (Do's):

- He stayed calm and confident.
- He had done research on market rates (Glassdoor, AmbitionBox, LinkedIn).
- He responded politely:

*"Based on my skills and the current market for junior backend developers, I believe ₹4.5 to ₹5 LPA is a reasonable range. However, I'm flexible and open to discussing what you feel is appropriate based on the role and responsibilities."*

### What Aarav didn't do (Don'ts):

- He didn't say, "Jo aap de do."
- He didn't quote an *unrealistic* number like ₹10 LPA.
- He didn't sound desperate or say, "Mujhe job chahiye, salary doesn't matter."

### Result:

The interviewer appreciated Aarav's clarity and professionalism. He noted it down and said, "We'll discuss this in the final offer."

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## Scene 2: Negotiation After the Interview (Post Offer)

### Offer Received:

Aarav got a selection email with a **salary offer of ₹4.2 LPA**.

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### What Aarav did next (Do's):

- He **thanked** them for the offer via email.
- Then, politely initiated the discussion:

*"Thank you for the offer. I'm excited about the role and the team. I was expecting a package closer to ₹4.8 LPA considering my project experience and certifications in Node.js and MongoDB. Is there room for revision?"*

- He **highlighted his strengths and value** politely, not emotionally.
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### **What he avoided (Don'ts):**

- He didn't say "Aapko badhana hi padega warna main join nahi karunga."
  - He didn't compare offers rudely: "XYZ company ₹6 de raha hai."
  - He didn't ghost the HR or delay response.
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### **Outcome:**

After 2 days, the HR responded with a **revised offer of ₹4.6 LPA** + performance bonus.

Aarav accepted it happily.

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### **Key Learnings (Do's & Don'ts Summary):**

#### **Do's:**

- Always research salary benchmarks before negotiation.
- Be polite, confident, and clear about your worth.
- Give a salary **range**, not a fixed demand.
- Back your ask with **skills, certifications, or offers**.
- Be willing to **compromise if the overall role is good**.

#### **Don'ts:**

- Don't undervalue or overprice yourself randomly.
  - Don't get emotional, rude, or threatening.
  - Don't negotiate without preparation or logic.
  - Don't ghost HR or delay your response too much.
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