

## Assignment 12

Class-SETV.

Batch - F4

POS -: 23/0/2021

Title - Mock interview.

Problem Defination: To conduct the different types of interview process for the students.

Theory -:

A interview is a procedure designed to obtain information from person through oral responses to oral enquiries. An interview is the way of face to face conversation between the interviewer and the interviewer where the interviewer seeks replies from the interviewer for choosing a potential human responses.

\* The Interviewer evaluates interviwee by following parameters

- 1. Apperance Appropriate dress code for interview
- 2 Way of greeting / introduction
- 3. Body language of interviwee.
- 4. Attitude
- s. Responce from interviewee for the interview questions
- 6. Oxal communication.
  7. Preparation of Interview

+ Types of Interview +

1. Telephonic interview

- 2. Technical Interview.
- 3. Behavioral Interview
- 4. Stress or short interview
- 5. Psychometric / Aptitude test

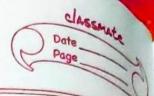
## \* Do's and Don'ts of Interview :

## Do's -:

- 1. Find out about the company Institute
- 2. Practice for interview.
- 3. Greet interview enthusiastically and sit comfartably
- 4. Dress smartly to make good first impression
- 5. Be mentaly alert
- 6. stay positive
- 7. Focus on what you have to often not what you want
- 8. Look confident.
- 3. Be prepared to ask the interviewer's question
- 10. Thank the interviewer before leaving

## Dont's:

- 1. Dont tell lies
- 2 Don't blame your circumstances
- 3. Don't find faults with your earlier company.
- 4. Don't make foul claims about your skills.
- 5. Don't fidget about in your chair.
- s. Pon't use vocalized clauses while answering
- 7. Don't Lock down or make furtiue eye contact with interviewer
- 8. Don't bluff about issue you are not aware of g. Don't keep on simpering or answer emotionally



10. Don't exibit your nervousness.

By this activity I became aware of the etiquett's required for interview. which will help me in actual interview.