

Assignment 12

Class - SE IV

Roll No - 21430

Batch - F4

D.O.S - 23/01/2021

Title - Mock interview.

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

Theory:-

An 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 interviewee where the interviewer seeks replies from the interviewee for choosing a potential human responses.

* The Interviewer evaluates interviewee by following parameters

1. Appearance - Appropriate dress code for interview
2. Way of greeting / introduction
3. Body language of interviewee.
4. Attitude.
5. Response from interviewee for the interview questions
6. Oral 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 comfortably.
4. Dress smartly to make good first impression.
5. Be mentally alert.
6. Stay positive.
7. Focus on what you have to offer not what you want.
8. Look confident.
9. Be prepared to ask the interviewer's question.
10. Thank the interviewer before leaving.

Don't's :-

1. Don't tell lies.
2. Don't blame your circumstances.
3. Don't find faults with your earlier company.
4. Don't make false claims about your skills.
5. Don't fidget about in your chair.
6. Don't use vocalized clauses while answering.
7. Don't look down or make furtive eye contact with interviewer.
8. Don't bluff about issue you are not aware of.
9. Don't keep on simpering or answer emotionally.

10. Don't exhibit your nervousness.

Conclusion:-

By this activity I became aware of the etiquettes required for interview, which will help me in actual interview.