

A stylized illustration of a job interview. In the center, a woman with dark hair, wearing a white collared shirt and a yellow vest, stands behind a desk. She is looking towards two interviewees. The interviewees are shown from the back, seated at the desk. The man on the left has dark hair and is wearing a white shirt. The woman on the right has long dark hair and is also wearing a white shirt. On the desk, there are two stacks of papers with yellow horizontal lines. A red-bordered white box with rounded corners is superimposed over the center of the image, containing the text 'Job Interviews'.

# Job Interviews

# Defining Interviews

- A process or meeting in which the potential candidate( employee) is evaluated by an employer for employment in their organization, company or firm
- Arranged to examine the suitability of candidates.

- **Evaluation criteria :**

- Tested for subject knowledge
- Skills (Fluency in Language)
- Desired behavior (Self Confidence, Honesty & truth)

## **Barriers**

Environment/Setting  
Communication Skills  
Ethics



# Types of interviews

## **Panel Interviews**

(Three or more experts sit across)

## **Behavioral Interview**

(Recall previous instances and their reaction )

## **Face to Face**

(One interviewer one candidate)

## **Structured/screening interview**

For shortlisting  
(Identify candidates for basic job criteria)

## **Unstructured interview**

(Interviewer adapts questions based on the interviewee's answers)

## **Stress Interviews**

Testing individual's behavior

## **Group Interviews**

(One or more interviewers meet with several candidates simultaneously)

## **Working interview**

You actually perform a job-related activity during the interview

## **Situational interview**

(Questions focus on how you would handle various hypothetical situations on the job)



# GUESS THE INTERVIEW TYPE

- An interview conducted to separate deserving candidates from the less proficient ones.
- An interview in which a candidate is given an imaginary situation and asked to explain how he/she will act in that scenario.
- An interview in which an interview uses general themes or topics rather than fixed questions.
- An interview in which a candidate is required to perform a task.
- An interview which requires the candidate to provide examples from his/her past academic or work history to demonstrate his/her suitability.
- An interview in which a candidate participates in a group discussion with other candidates.



# Preparing for interviews: Investigating an organization and a job opportunity

- Research the company
- Speak out during the interview what you know about the company
- Use the internet and other resources to find as much as possible
- Speak to people who work in that office (culture & environment)
- Re-read your resume and the job ad as a refresher



# Preparing for interviews: Thinking ahead about questions

What is the hardest decision you've ever had to make?

- Personalized example
- Explain the difficulty for the decision
- How you made the final choice?
- Your learnt experience

What is your greatest weakness?

- Either mention a skill or attribute you haven't developed yet but would like to in your next position
- Or discuss a past shortcomings you took steps to correct.



# Preparing for interviews: Thinking ahead about questions

## Cont. . .

Where do you want to be five years from now?

- Should reflect your desire to employer's long term goals

Tell me something about yourself. . .

- Summarize where you have been and where you would like to go (in a way like align your interests with the company's)
- Focus on a specific skill you know is valuable to the company
- Share something company relevant that you are passionate about



# Preparing for interviews: Thinking ahead about questions

## Cont. . .

Why do you think you are the best candidate for this job?

- Determine your strength (Education, personal trait or skills, accomplishments, experience)
- Identify the company's needs





# Rehearsing the interview:

- Rehearse your answers aloud before the interview to test how well prepared you are
- Identify any gaps in your delivery and answering techniques
- Rehearsal with a real person. Your rehearsal person can provide you with feedback and constructive criticism which is vital for improving your chances for success.
- Rehearsing will help you build confidence and delivery technique
- Rehearse multiple times until you feel your answers are flowing.



# Activity: Practicing interview answers

- Draft answers to the common interview questions explained in the earlier slides.
- Division in pairs.
- Simulate a role of an interviewer and interviewee.
- Ask any two of the discussed questions from your partner.



# Boosting your confidence

A faint, stylized background illustration of an interview scene. It shows three people: a woman in the center wearing a white blazer and a yellow tie, and two men on either side of her. They are all seated at a table. The woman is looking down at a document on the table. The man on the left is looking towards her, and the man on the right is looking towards the center. The illustration is in a simple, sketchy style with grey outlines and some yellow highlights.

- Remind yourself of your worth.
- Focus on your strength rather than dwelling on your weakness
- Focus on how you can help the organization than worrying about your performance in the interview ahead.
- The more prepared you are, the more confident you'll be.



# Presenting a professional image

You don't need to spend a fortune on interview clothes, but your clothes must be clean, pressed and appropriate.

Formal environment: Business suit

Less formal: Business casual

Neat hairstyle

Limited jewellery

No visible piercing other than one or two (for women only)

Professional looking shoes (no high heels or casual shoes)

Subtle make up (for women only)

Little or no perfume

Clean hands and trimmed fingernails



# Body language

- Posture: Sit erect without leaning on the desk or slouching in the chair; but do not be stiff and tense
- Good eye contact
- Smile
- Open Body language
- Be engaged
- Accept an offer of a glass of water
- Breathe deeply
- Practice your handshake (For men only)



# QUALITIES OF A GOOD CANDIDATE:

- Effective Verbal Communication
- English without MT (Mother Tongue) influence
- Natural delivery, fluency
- Pronounce sentence clearly
- Speak a little louder to draw attention of the expert if there is important point.



# INTERVIEWING BLUNDERS:

## REJECTION:

- Vague and irrelevant answers to the questions
- Little eye contact, nervous mannerism: playing with hairs, nail biting etc.
- Lack of sincerity
- Utter superficial remarks to impress the interviewer



# DO'S IN INTERVIEW

- Do take a practice run to the location where you are having the interview
- If presented with a job application, do fill it neatly and accurately
- Do bring extra resume in the interview
- Do greet the interviewer
- Do wait until you are offered a chair before sitting
- Do make eye contact with your interviewer(s)





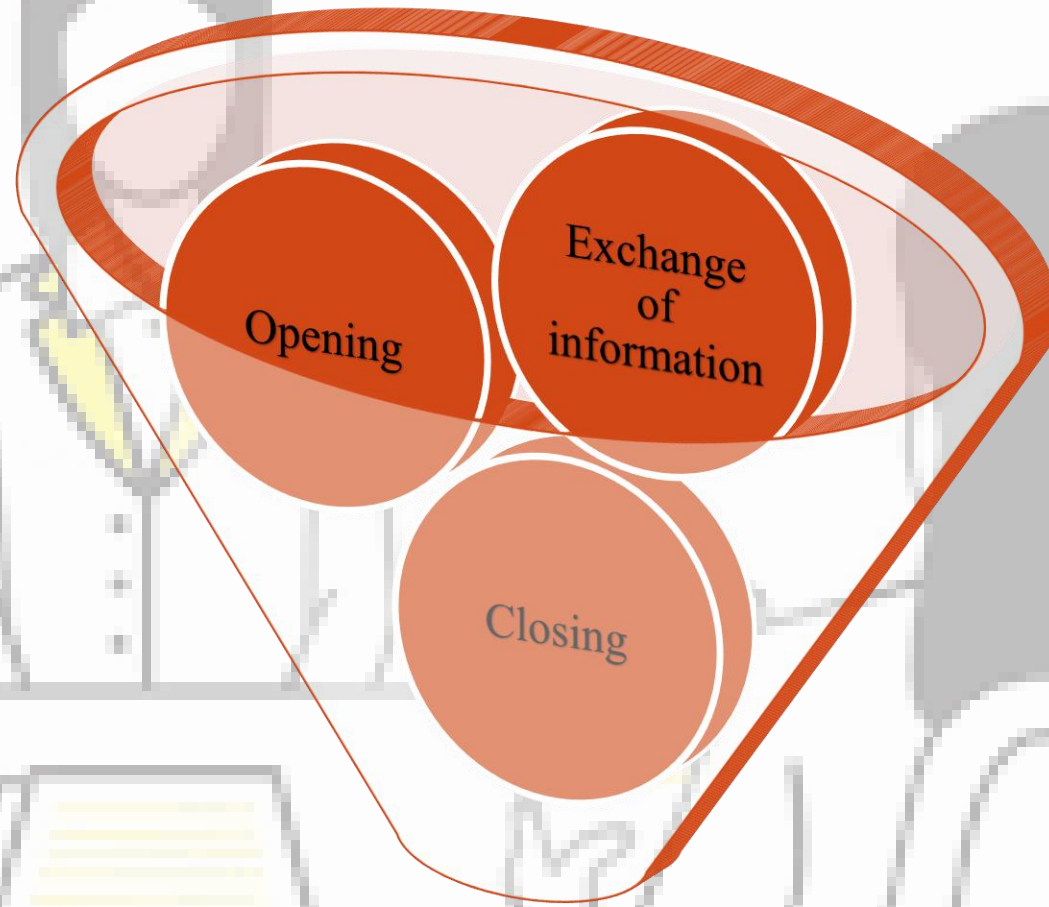
# DON'TS IN INTERVIEW

A faint, stylized illustration in the background shows an interview taking place. A woman in a white shirt and yellow tie sits behind a desk, facing two interviewees. The interviewees are shown from the back, with their heads and shoulders visible. The desk has a yellow notepad on it. The overall style is simple and professional.

- Do avoid controversial topics
- Don't ever lie, answer truthfully
- Don't say anything negative about the former colleagues
- Don't answer questions with a simple yes and no. Explain whenever possible
- Don't inquire about salary, bonuses or trips until you have received an offer



## **STAGES OF INTERVIEW:**



Follow Up



# Conclusion

- Make a positive impression
- Convey your value to the organization
- Close on a strong note
- Thank the interviewer for meeting you.

