



3 Idiots Inspirational & Motivational Scene.mp4



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INTERVIEW



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INTERVIEW

- A conversation in which one person (the *interviewer*) obtains information from another person (the *subject* or *interviewee*).
- A transcript or account of such a conversation is also called an *interview*.



DOs

DO RESEARCH



DO RESEARCH! Know as much as possible about the company you are going to interview with. Who they are, what they do, mission statements. Check out the “about” section on their web site. Know who is interviewing you and what they do.

DO Dress Appropriately



DO Dress Appropriately. Dress professionally unless your recruiter tells you otherwise. It is better to over dress than under dress.







NETTIE
Lane Bryant | Dreamtime.com

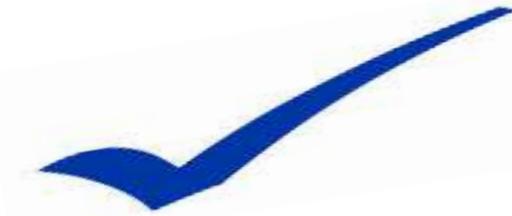
DO Prepare



- DO Prepare Questions you have for the interviewer. Questions can be about the company, your responsibilities, recent events the company has been involved with, etc. About 5-10 are good, and if you have to pull out your sheet of paper for questions that's OK.



Body Language



- **Do your best to be aware of your body language. Communicate clearly and articulate your ideas. Listen carefully in order to ask any follow-up questions that may arise. Show enthusiasm and make sure you use appropriate eye contact.**

Defensive



Arrogance



Annoyed



Are you being defensive? - I don't think so!

Irritated



Happy



Confused



Worried

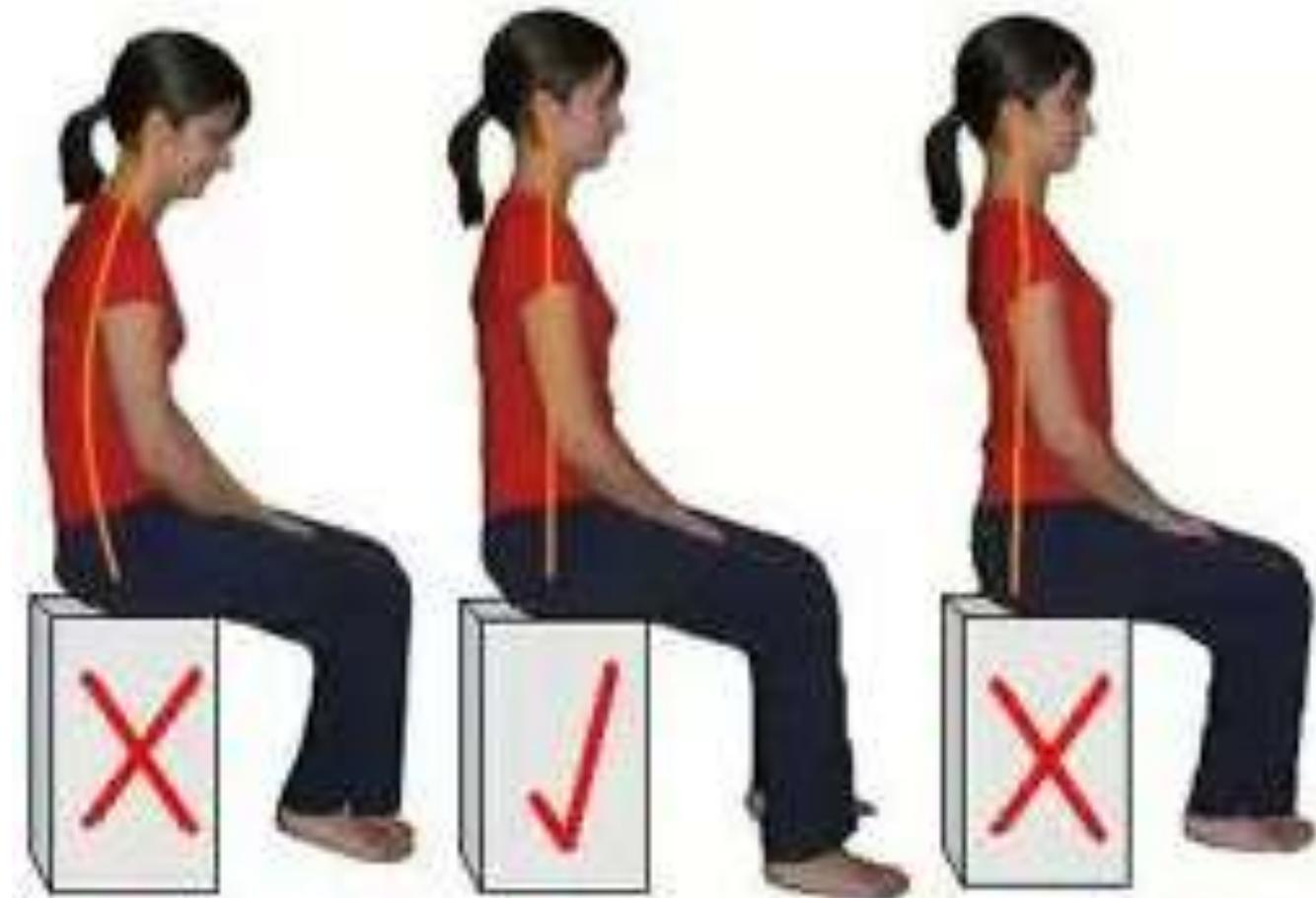


IT'S WHAT YOU DON'T SAY THAT COUNTS!



**LEARN TO READ AND INFLUENCE PEOPLE THROUGH
NONVERBAL COMMUNICATION.**





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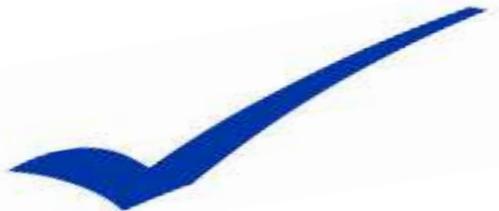


Do prepare and practice



- Do prepare and practice for the interview, but don't memorize or over-rehearse your answers.

Be factual, sincere



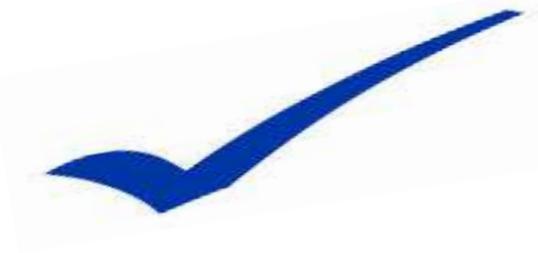
- Do make sure that your good points come across to the interviewer in a factual, sincere manner.

High confidence and energy level

- Do have a high confidence and energy level, but don't be overly aggressive.

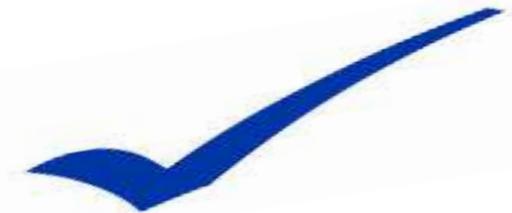


Avoid using poor language, slang, and pause



- Do avoid using poor language, slang, and pause words (such as "like," "uh," and "um").

Show Enthusiasm



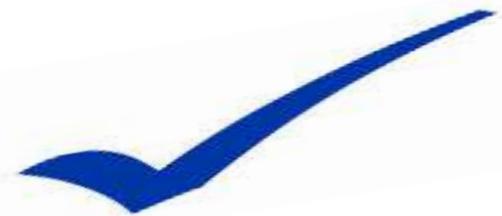
- **Do show enthusiasm in the position and the company**



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Good Eye Contact



- **Do make good eye contact with your interviewer(s).**

Greet



- Do greet the receptionist or assistant with courtesy and respect.
This is where you make your *first* impression.

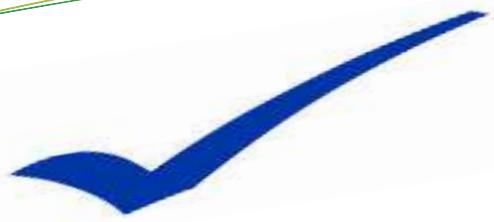
Extra Resume



- **Do bring extra resumes to the interview.**



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Wait for the Chair

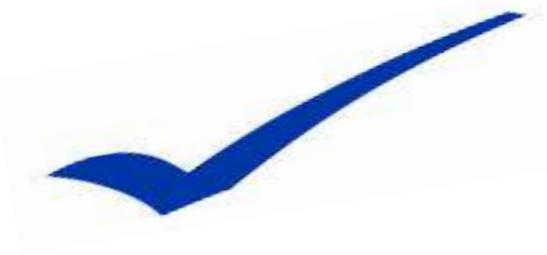
Do wait until you are offered a chair before sitting.



Turn off Cell Phone

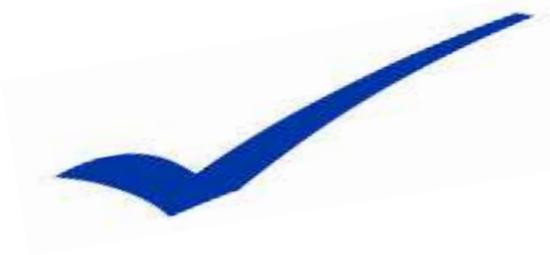


- Do turn off (or set to silent ring) your cell phone and/or pager.



- **Do show what you can do for the company rather to know what company can do for you.**

Be Honest

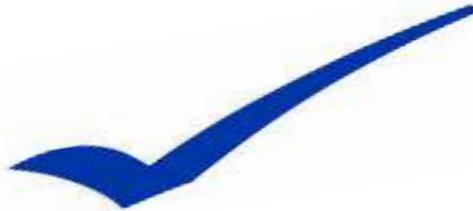


- **DO be honest about questions asked.**

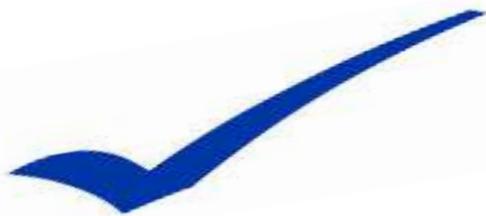


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check your information in your resume



- Do check your information in your resume and in other document

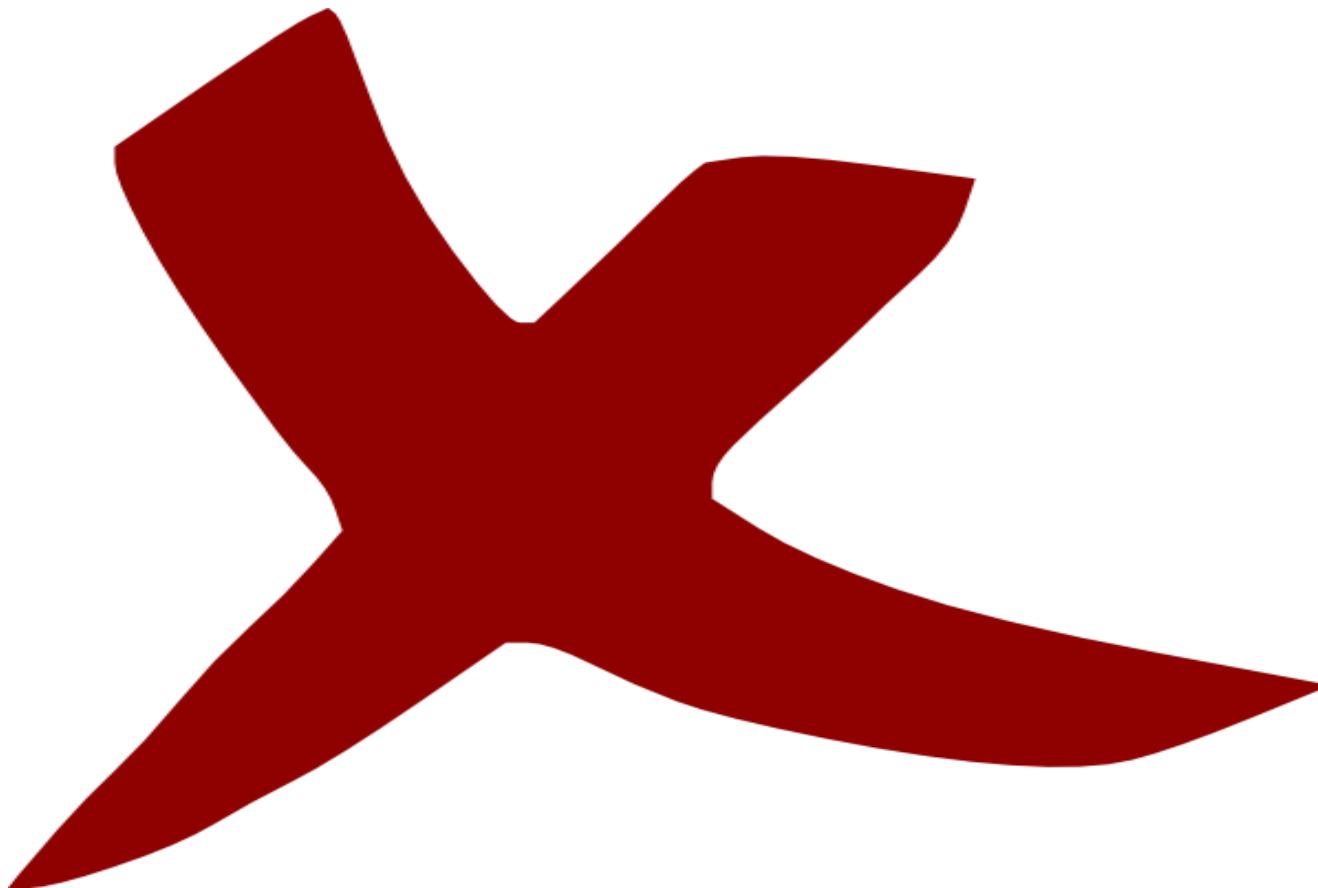


- Accept cup of coffee or tea, if offered.



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Don't



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DON'T arrive late



DON'T chew gum.



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DON'T wear heavy perfume or cologne.



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DON'T use poor language or grammar.



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DON'T discuss salary in the early stages of the interview.



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DON'T be a comedian. Conduct
yourself in a serious manner.



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DON'T interrupt the employer. Allow enough time to finish the question before answering.



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DON'T bring up personal situations or problems.



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© Getty Images/Rubberball

DON'T be arrogant or overly aggressive.



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**Don't smoke, even if the interviewer does and offers you a cigarette.
And don't smoke beforehand so that you smell like smoke.**

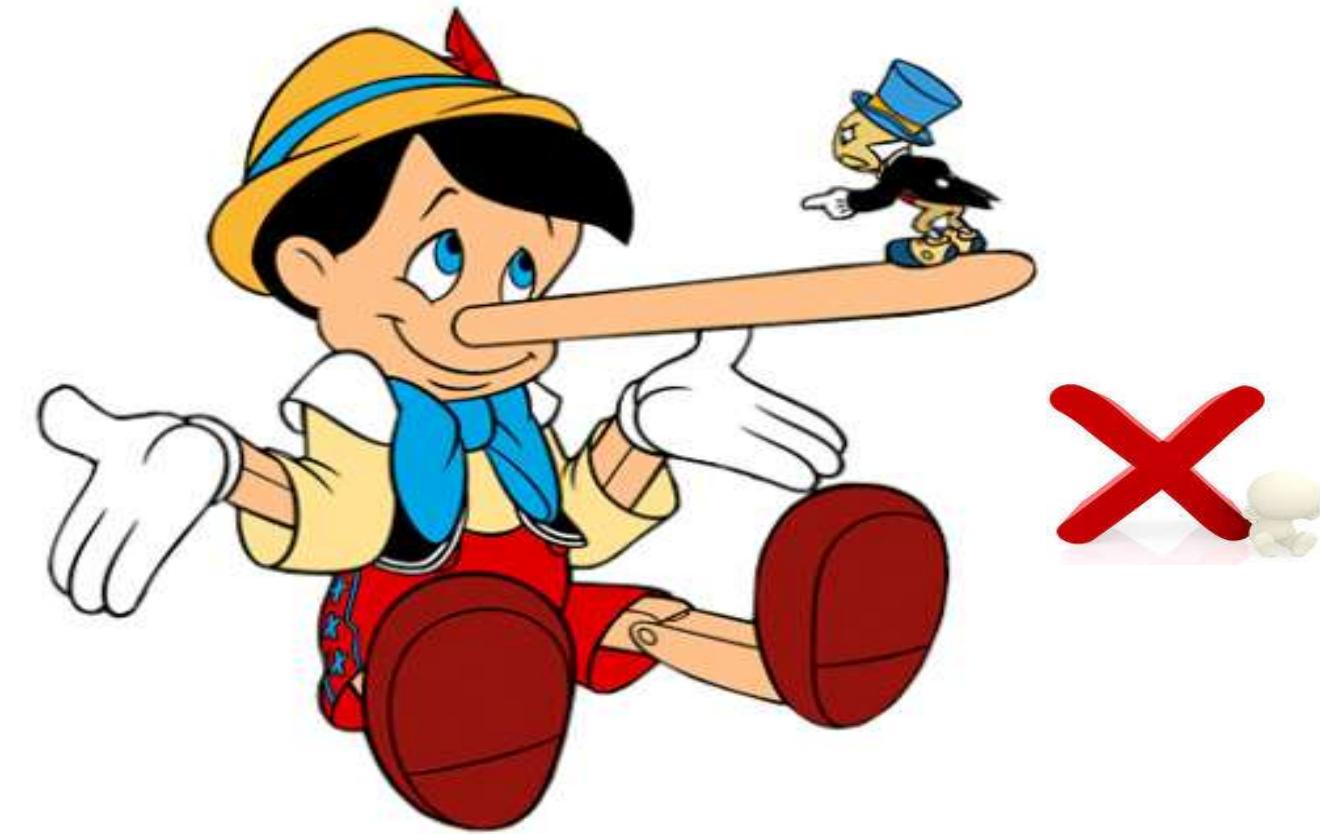


**Don't act as though you would take any job or are desperate for ^{IT}
employment.**





- Don't say anything negative about former colleagues, supervisors,^{VIT}[®] or employers.



- **Don't ever lie.**
- **Answer questions truthfully, frankly and succinctly.**
- **And don't over-answer questions.**



- Don't offer any negative information about yourself.
 - Be honest about weaknesses, experience, etc.



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- **Don't answer questions with a simple "yes" or "no." Explain whenever possible.**
- **Describe those things about yourself that showcase your talents, skills, and determination. Give examples.**



Don't wear clothes that make tattoos visible and don't show off multiple body piercings.



Don't give a potential employer a personal email address that has a non-professional address (superdude@yahoo.com, partygirl@hotmail.com).



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QUESTIONS & ANSWERS



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20 Most Asked Interview Questions

- *What did you like or dislike about your previous job?*
- *What major challenges and problems did you face? How did you handle them?*
- *What is your greatest strength?*
- *What is your greatest weakness?*
- *How do you handle stress and pressure?*



20 Most Asked Interview Questions

- How do you evaluate success?
- Why do you want this job?
- Why should we hire you?
- What are your goals for the future?
- What are your salary requirements?



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20 Most Asked Interview Questions

- What are you passionate about?
- Are you the best person for this job? Why?
- Describe yourself.
- How do you handle pressure?
- How do you measure success?



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20 Most Asked Interview Questions

- How long do you expect to work for this company?
- How much do you expect to get paid?
- How would you handle it if your boss was wrong?
- Tell me why you want to work here.
- What are you passionate about?
- What are your goals for the future?



20 Most Asked Interview Questions

- What are your salary requirements?
- What can you do for this company?
- What can you contribute to this company?
- What do you find are the most difficult decisions to make?
- What have you learned from your mistakes?

20 Most Asked Interview Questions

- What interests you about this job?
- What is your greatest strength?
- What is your greatest weakness?
- What relevant experience do you have?
- What will you do if you don't get a job offer?

Tell me about yourself

- The most often asked question in interviews.
- You need to have a short statement prepared in your mind.
- Be careful that it does not sound rehearsed.
- Limit it to work-related items unless instructed otherwise.



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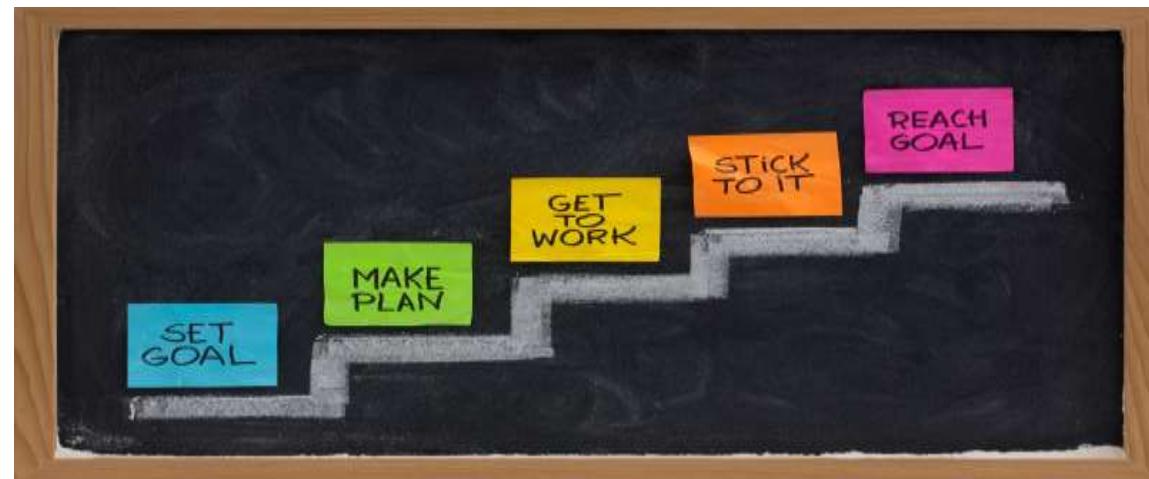
What experience do you have in this field?

- Speak about specifics that relate to the position you are applying for.
- If you do not have specific experience, get as close as you can.
- Try to relate with your Project work.
- Any other certification course related to the position you applied for (if you have)



Do you consider yourself successful?

- You should always answer yes and **briefly explain why**.



- A good explanation is that you have set goals, and you have met some and are on track to achieve the others

What do you know about this organization?

- This question is one reason to do some research on the organization before the interview.
- Find out where they have been and where they are going.
- What are the current issues and who are the major players?



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Companies for mechanical engineers at Fresher Level

1.Suzlon

2.Uttam Galva steels Ltd

3.sal steel Ltd

4.clp Power

5.abg heavy industries

6.A. K. Enterprises

7.JK industries Ltd

8.Hinduja TMT Ltd.

9.Ruchi Infrastructure

10.jsw Steel Limited

12.Uttam Galva steels Ltd

13.SAL steel Ltd

14.Torrent Power



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What kind of salary do you need?

- A loaded question.
- A nasty little game that you will probably lose if you answer first. So, do not answer it. Instead, say something like, that's a tough question.
- Can you tell me the range for this position? In most cases, the interviewer, taken off guard, will tell you. If not, say that it can depend on the details of the job. Then give a wide range.

Are you a team player?

- You are, of course, a team player.
- Be sure to have examples ready.
- Specifics that show you often perform for the good of the team rather than for yourself is good evidence of your team attitude.
- Do not boast ; just say it in a matter-of-fact tone? This is a key point.

What is your philosophy towards work?

- The interviewer is not looking for a long or flowery dissertation here.
- Do you have strong feelings that the job gets done? Yes. That's the type of answer were that works best here.
- Short and positive, showing a benefit to the organization.

If you had enough money to retire right now, would you?

- Answer yes if you would. But since you need to work, this is the type of work you prefer.
- Do not say yes if you do not mean it.



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Explain how you would be an asset to this organization?

- You should be anxious for this question.
- It gives you a chance to highlight your best points as they relate to the position being discussed.
- Give a little advance thought to this relationship.



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Why should we hire you?

- Point out how your assets meet what the organization needs.
- Do not mention any other candidates to make a comparison.



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What is your greatest strength?

- Numerous answers are good, just stay positive.
- A few good examples:
 - Your ability to prioritize
 - Your problem-solving skills
 - Your ability to work under pressure
 - Your ability to focus on projects
 - Your professional expertise
 - Your leadership skills
 - Your positive attitude.



Tell me about your dream job. or What are you looking for in a job?

- Stay away from a specific job. You cannot win.
- If you say the job you are contending for is it, you strain credibility.
- If you say another job is it, you plant the suspicion that you will be dissatisfied with this position if hired.
- The best is to stay generic and say something like: A job where I love the work, like the people, can contribute and can't wait to get to work.



Why do you think you would do well at this job?

Give several reasons and include skills, experience and interest.



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What kind of person would you refuse to work with?

- Do not be trivial.
- It would take disloyalty to the organization, violence or lawbreaking to get you to object. Minor objections will label you as a whiner

What is more important to you: the money or the work?

- *Money is always important, but the work is the most important.*
- *There is no better answer.*



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What has disappointed you about a job?

- Don't get trivial or negative.
- Safe areas are few but can include: Not enough of a challenge.
- You were laid off in a reduction Company did not win a contract, which would have given you more responsibility.

Tell me about your ability to work under pressure?

- *You may say that you thrive under certain types of pressure.*
- *Give an example that relates to the type of position applied for.*



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What motivates you to do your best on the job?

This is a personal trait that only you can say, but good examples are:

Challenge, Achievement and Recognition.



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Are you willing to work overtime? Nights?
Weekends?

This is up to you. Be totally honest.



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Would you be willing to relocate if required?

- *You should be clear on this with your family prior to the interview if you think there is a chance it may come up.*
- *Do not say yes just to get the job if the real answer is no.*
- *This can create a lot of problems later on in your career.*
- *Be honest at this point and save yourself future grief.*



Describe your management style.

- *Try to avoid labels.*
- *Some of the more common labels, like progressive, salesman or consensus, can have several meanings or descriptions depending on which management expert you listen to.*
- *The situational style is safe, because it says you will manage according to the situation, instead of one size fits all.*

Tell me about a time when you helped resolve a dispute between others?

- *Pick a specific incident.*
- *Concentrate on your problem solving technique and not the dispute you settled.*

What position do you prefer on a team working on a project?

- *Be honest.*
- *If you are comfortable in different roles, point that out.*

Do you have any questions for me?

- Always have some questions prepared.
- Questions prepared where you will be an asset to the organization are good.
- How soon will I be able to be productive?
- And what type of projects will I be able to assist on?



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Describe Your Major and Minor Projects.

- Add every possible detail of your project like

I am worried about your lack of experience.”

- I don't feel you've anything to worry about. While I've only been a designated team leader for one year, I've spent eighteen months as the most experienced member of the team and in many situations I effectively led the team. I very much enjoy team management and am confident in my own abilities.
- The interviewer is challenging you. Don't worry. In the hands of a competent interviewee, this is an opportunity to shine. A good approach to answering this question is to politely disagree with the interviewer, show how you do have the experience required, and then finish with a statement showing how hungry you are to gain more experience.

What do you know about the position you have applied for?

Or

What duties do you think this job entails

- You should gather as much information as possible about the job you're applying for. If you don't even know what the job is, how can you possibly claim to be the best candidate for it? Researching the position demonstrates initiative, determination and good preparation and is a great way to impress the interviewer at the start of the interview.



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What makes you think you are qualified for this job?

- This is an opportunity not only to specify your relevant educational and professional qualifications but also to describe their relevance to this job. A ‘qualification’ in the context of this question is not restricted to a certificate/diploma/degree. Feel free to include relevant work and/or leisure experience which makes you a better candidate for this job.

WHAT is your goal

My immediate goal is to get a job in a growth-oriented company. My long-term goal will depend on where the company goes. I hope to eventually grow into a position of responsibility.



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Thank You



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