



Department of Computer Science
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INTERVIEW SKILLS

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Introduction

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Topics

- Misconceptions About an interview
- What is an interview
- Preparation for an interview
- Keys to success in interview
- Attending an interview
- Post interview Functions



Misconceptions About an interview

- Possessing an impressive resume, ensure in the Interview

"I can get professional help in writing a resume, to get the best job in my area .."

- My Good Looks will certainly get me the job...

"Looking good is important in the interview, but that is not the only selection criterion"

- I have lots of talent, and certificates in sports and extracurricular activities ...

"Your talent will take there, you will still need skills to win in interviews"

- I am the college topper, so I will top in all interviews..

"Many toppers get rejected due to lack of interview/communication skills !"

What is an interview ?

An interview is a question-and-answer session where one person asks questions, and the other person answers those questions.

Usually in an interview two parties are involved,

1. Interviewer (a person who interviews someone)
2. Interviewee (a person who is interviewed).



Preparation for an interview

Always Remember the three Ps

1. Plan - The first thing You Must do Before any Interview
2. Prepare - The Next Thing You Must Do Before Any Interview
3. Practices - The important thing you must do your interview

PURPOSE OF THE INTERVIEW

Employers are addressing

- Your Personality
- Communication Skills
- Your Appearance
- If you will fit into the organization
- Your Strengths and weaknesses
- Your Attitude
- Verifying your resume

Keys to success in interview

The Basic qualifications that an employer is looking for are :

1. *Skills* - Knowledge & Proficiency in the field of study
 2. *Work Ethics* - positive attitude toward work
 3. *Compatibility* - is your personality match with others in the organization
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Attending an interview

Structure of an Interview

- Greeting, receiving & introduction
 - Casual, informal talk to develop rapport
 - Formal presentation of CV by self or panel
 - Clarifications on educational background, professional experience, etc
 - Motive for applying for the present job
 - Reason for leaving the previous job
 - Assessing suitability to the job
 - Acceptability to company's norms/conditions
 - Candidate's chance to ask questions
 - Thanks, bye and post interview operations
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Attending an interview

How to Answer the questions

- Listen to the question carefully
- Think before you answer
- Answer the question only

Don'ts

- Don't expect easy presents
 - Don't promise what you can't offer
 - Don't accept what you don't need
 - Don't ask what they can't give you
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Attending an interview

What people like

- Modesty, not shyness
- Enthusiasm & Energy, not over ambition...
- Self-confidence, not arrogance
- Assertiveness not aggressiveness
- Short precise answer, not long, convoluted answer & meandering

What people don't Like

- Wasting their time
 - Repetition
 - Over talking
 - Unclear explanations
 - Too many information
 - Aggressive approach
 - False Interest
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Closing the interview

You want to achieve four objectives at the close of the interview :

1. Make it clear that you want the job
2. Set the stage for the next step
3. Create a final good impression
4. Get an actual offer



After Thoughts

“Each Interview is a learning experience”



Thank You!