

INTERVIEW PREPARATION MODULE

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Session 1 of 3




1

AGENDA FOR THE DAY

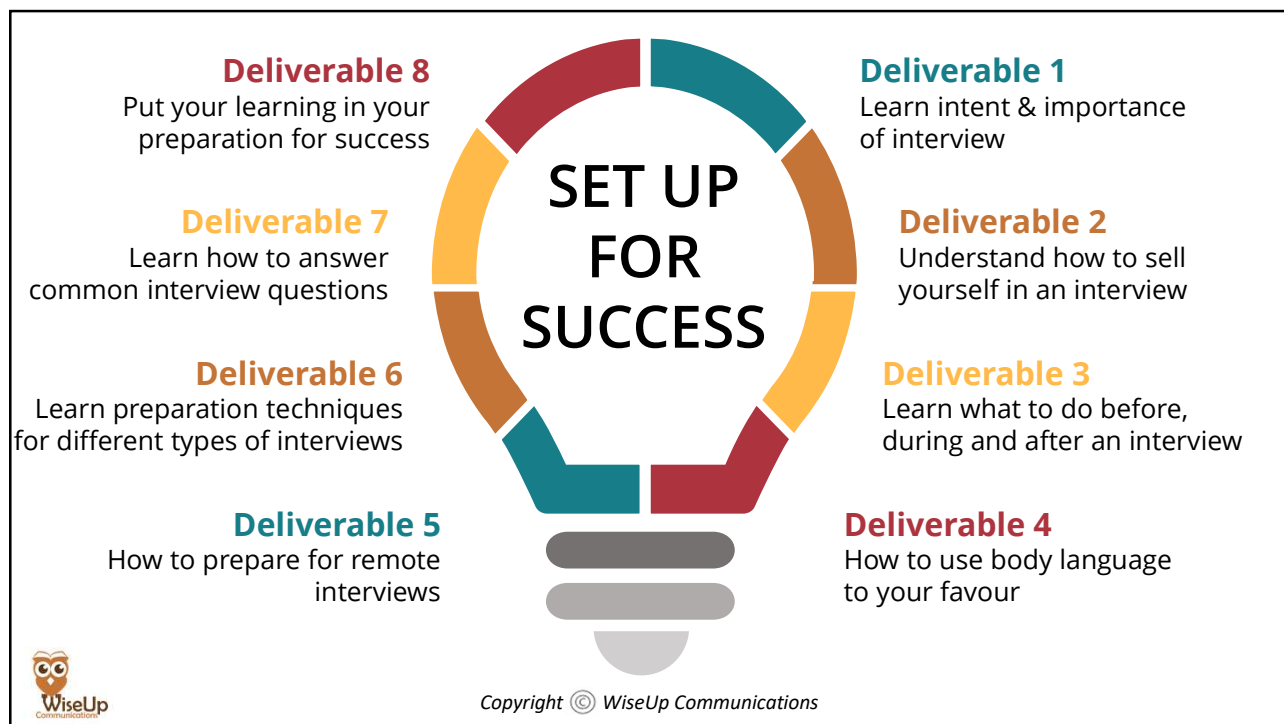


- 1 → Share your experience
- 2 → Set up for success
- 3 → Share your expectations
- 4 → How to ace an interview?
- 5 → Personal Skills Inventory



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2



3



4

PURPOSE OF AN INTERVIEW



YOU



COMPANY



- Can I do the job?
- Do I want to do this job?
- Does this job align with my short-term and long-term career goals?



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- Can s/he do the job?
- Is s/he willing to do the job?
- Does s/he fit in our company's culture and vision?

5

YOU ARE THE PRODUCT

Develop strong story telling skills

Highlight your USP

Don't give clichéd answers

Be honest and genuine

Engage in a 2-way conversation



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6

STRUCTURE OF AN INTERVIEW



Before an interview



During an interview



After an interview



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7

BEFORE AN INTERVIEW



Research about the company



Find out about type of interview and FAQs



Prepare for aptitude test and give mock interviews



Prepare your documents



Follow appropriate dress code



Arrive 15 minutes early

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8

DURING AN INTERVIEW



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Opening

- Make a strong first impression
- Start off with a greeting:
 - Hello, I'm Rohan. Pleased to meet you.
 - Good Morning Sir. I am Rohan. How are you doing today?
- Be polite and professional

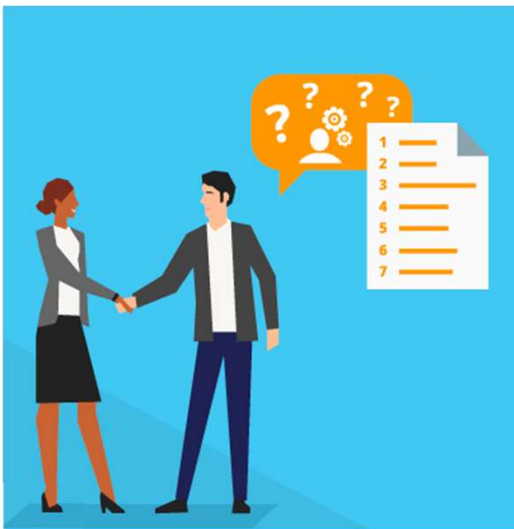
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Middle

- Market yourself using the STAR/CAR technique
- Control the content and not the interview
- Stay calm and positive

9

CLOSING OF AN INTERVIEW



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3

Closing

- End on a high note
 - Ask good questions
 - Reiterate your interest in the company
 - Reiterate your fit in the company
- Ask them the next steps of the interview
- Thank them
 - Thank you so much for your time. It was a pleasure meeting you.

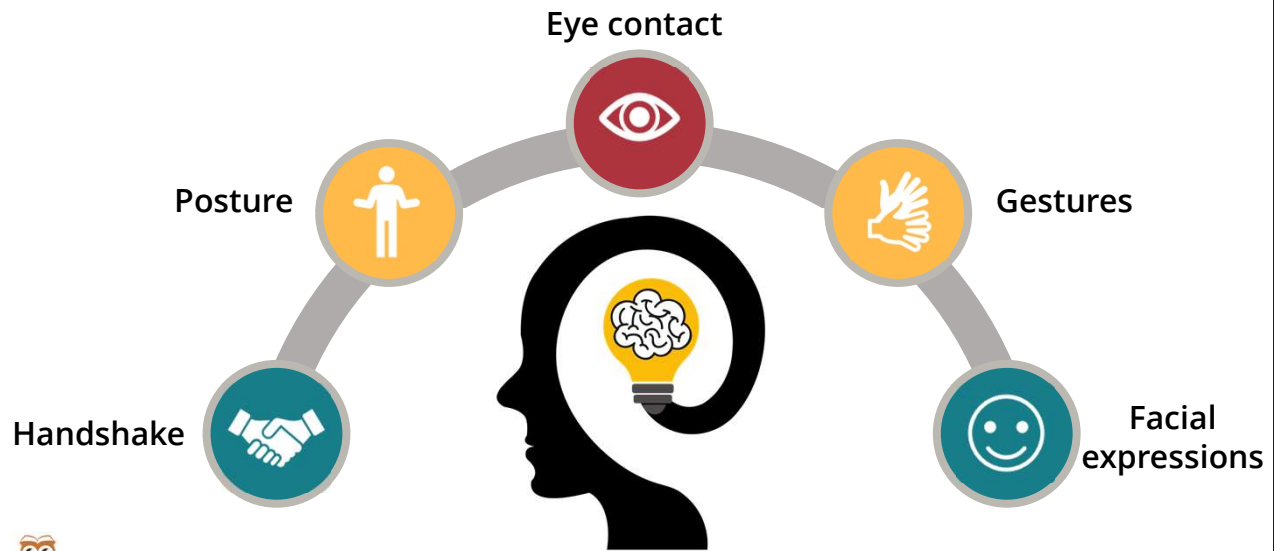
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After the interview

- Thank them via email within 48 hours
- List down your interview experience in a journal

10

BODY LANGUAGE IN AN INTERVIEW



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11

PERSONAL SKILLS INVENTORY

Skills Developed	Challenge	Action taken	Results	Self-reflection/ Key takeaway
Adaptability (e.g challenge faced in an internship; situation where you handled a lot of pressure; time you failed)				



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12