



# Personal Interview

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# Unit 7 - Personal Interview

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**Subject:** Employability Skills

**Subject Code:** 5193302

**Program:** Integrated Master of Computer Application (4 Years)

**Semester:** 5

**Credits:** 2

**Contact Hours:** 2 hours per week / 30 hours per Semester



# Course Learning Objective of IMCA



- The learning objectives of an Integrated Master of Computer Application (IMCA) program focus on developing a comprehensive understanding of computer science and its applications. Students gain knowledge in programming, software development, database management, networking, and other core areas of computer science. The program also aims to equip students with problem-solving, analytical, and communication skills, preparing them for various IT-related roles.
- An Integrated Master of Computer Application (IMCA) program aims to equip students with a strong foundation in computer science, software development, and related fields. Key learning outcomes typically include the ability to apply computing knowledge, analyze problems, design solutions, and utilize modern tools and technologies. Graduates are also expected to be lifelong learners, understand ethical considerations, and be able to communicate effectively.

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## **What is Personal Interview?**

- **A personal interview is a face-to-face conversation between an interviewer and an interviewee.**
- **Conducted in order to assess the interviewee's suitability for a job or educational program.**
- **Commonly used in the hiring process by employers to evaluate candidates' skills, qualifications, experience, and personal characteristics.**
- **They provide an opportunity for both parties to exchange information and get a better understanding of each other.**



## **Process of Personal Interview:**

- **The interviewer asks questions related to the position or program, as well as questions that assess the interviewee's behavior, problem-solving abilities, communication skills, and fit within the organization or institution.**
- **The interviewee, on the other hand, has the chance to showcase their qualifications, experience, and personality, and to learn more about the role or program they are being considered for.**



## **Structure or Format of Personal Interview:**

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## **Objective of Personal Interview:**

- **The ultimate goal of a personal interview is to gather information about the interviewee's qualifications and potential, as well as to assess their compatibility with the organization or institution.**
- **It is an important step in the selection process and can significantly influence the final decision on whether to offer the candidate the job or admission.**
- **It is a great tool of communication to judge one's ability and self awareness about herself/himself.**

## **Factors affecting Personal Interview:**

**There are many factors that affect the personal interview like:**

- **Communication Skills**
- **Body Language**
- **Confidence and poise**
- **Preparation for common interview questions**
- **Cultural fit**
- **Rapport and Interpersonal Skills**
- **Interview format**
- **External factors**

## **Communication Skills:**

- **Effective communication is crucial during an interview.**
- **Both the interviewer and the interviewee should possess good verbal and non-verbal communication skills.**
- **Clear articulation, active listening, and the ability to express thoughts and ideas coherently are important for both parties.**

## **Body Language:**

- **Non-verbal cues, such as posture, eye contact, facial expressions, and gestures, play a significant role in the interview process.**
- **Positive body language conveys confidence, interest, and engagement, while negative body language, like slouching or avoiding eye contact, can create a negative impression.**
- **Kinesics — which includes facial expressions, gestures, eye movements, and postures.**
- **Proxemics — which speaks about the personal and social space we maintain with others while we interact with them.**
- **Haptics — means touch. It involves the way we recognize different people with different touch responses.**
- **Arti factual - deals with the jewellery that we used to adorn ourselves.**
- **Olfactory — deals with the smell we spread.**



## **Confidence and poise:**

- **Confidence is key during an interview.**
- **The interviewee should demonstrate self-assurance, professionalism, and composure.**
- **Confidence helps in effectively presenting skills and experiences, while nervousness or lack of confidence may hinder the ability to communicate effectively.**

## **Preparation for common interview questions:**

- **Interviewers often ask standard questions to assess a candidate's suitability.**
- **Both parties should be prepared for questions related to qualifications, experience, strengths, weaknesses, problem-solving abilities, and career goals.**
- **Adequate preparation can help candidates provide thoughtful and relevant responses.**

## **Cultural fit:**

- **Employers often consider cultural fit when evaluating candidates.**
- **They assess how well the interviewee's values, attitudes, and behaviors align with the organization's culture and values.**
- **Similarly, interviewees should also evaluate whether the organization's culture aligns with their own values and work preferences.**

### **Rapport and interpersonal skills:**

- **Building a positive rapport during the interview can have a significant impact.**
- **Interviewers and interviewees should establish a connection by engaging in friendly and respectful conversation.**
- **Good interpersonal skills, such as active listening, empathy, and the ability to build rapport, can enhance the interview experience.**



## **Interview format:**

- **The format of the interview, such as a one-on-one interview, panel interview, or group interview, can influence the dynamics and the interviewee's comfort level.**
- **Different formats may require different approaches, and candidates should adapt accordingly.**

### **External factors:**

- **External factors, such as interruptions, distractions, or time constraints, can affect the interview process.**
- **Both parties should strive to minimize distractions and create a conducive environment for the interview.**

## **Most surmise questions for the Interview and its preparation:**

- **Self Introduction**
- **Resume based question**
- **Career based questions**
- **Company based questions**
- **Personality based questions**
- **Logical thinking questions**

## **Self Introduction**

### **Most common question**

#### **1)Tell me about yourself.**

A short, vivid description of oneself.

The self-introduction should effectively be for 45 seconds to 1 minute. It can be extended only if HR wants to. And, when you are talking about any family member of yours, just talk about their profession and not their name, schooling, etc. Also, self-introduction is an effective part of the interview where you can provoke the Interviewer to ask further questions.



**For instance:** I can talk a lot about my hometown, Chennai. So, in my self-intro, I shall provoke the HR to ask more about Chennai by saying "I hail from the fabulous city — 'Singara Chennai, a name rightly given to my hometown'. You can expect the next question to be about Dermal

Let's have a [look](#) at short video clip.

## **Resume based questions:**

Whenever you are going for the interview the employer will ask for the resume, so this is something which they are having in front of them as a proof about the aspirant's personality.

### **Examples:**

- You seem to spend a lot of time in extracurricular activities so I'm taking you as a person who is easily distracted.
- Your hobbies do not seem to be of professional value. Hence, I cannot consider it.
- Why is your CGPA continuously going down?
- Present your resume as a product.
- What do you want me to know about you that isn't on your resume?

## Career based question?

### Examples:

- Where do you see yourself in 5 years?
- What Is your short-term goal?
- What Is your long-term goal?
- Are you willing to relocate?
- Are you willing to switch departments, if needed?

## Company based questions:

### **Examples:**

- What do you know about our company?
- Give three suggestions for our company to Improve.
- Do you think our company will become the market leader?
- What are the other companies you love to work for?
- Why do you want to work for our company?



## **Personality based questions:**

### **Examples:**

- What is your dream job?
- What is the biggest mistake you have ever committed in your life?
- What Is your greatest strength? Your greatest weakness?
- Which of your qualifications make you think you would be successful here?
- What have you accomplished that you are most proud of?

## **Logical reasoning based questions:**

### **Examples:**

- How many tennis balls can you fit In a Maruti 800?
- State 5 uses a pen, other than writing.
- In which direction does a fan rotate? Why not the other direction?
- You are going on\* long tour with your wife (or husband) and mom. At a point, the three of you travel by a private boat and you are driving it. There Is a sudden hurricane, and the boat cannot take the weight of all three. You cannot sacrifice your life as you are the only person who knows to drive the boat. Who will you push Inside the sea — Your mom or wife (husband)? Why?

Thank you