

Academic Year : 2020-21

Year/Semester : SE-1

Department : Computer Engg

Subject : Business Communication Skills

Title: Mock Interviews

Problem Definition: To conduct the different types of interview process for the students

Definition, Description & Types:

Definition: The word 'interview' comes from 'inter' & 'view'. 'Inter' means in between & 'view' means to see. In fact an interview is a process in which the employer gets an opportunity to see whether the candidate is suitable for the position vacant & the candidate tries to prove that he/she possesses the desired skills & knowledge.

Types of Interviews:

- 1) Telephonic / phone interview
- 2) Technical Interview
- 3) Behavioral Interview
- 4) Stress @ sheet shuffling Interview
- 5) Psychometric / Aptitude Test

Do's & Don'ts:

Do's:

1) Find about the company / institute

2) Practice

3) Greet interviewers enthusiastically & sit comfortably

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- 4> Dress smartly to make a good first impression.
 - 5> Be mentally alert.
 - 6> Stay positive
 - 7> focus on what you have to offer, not what you want
 - 8> Appear confident
 - 9> Be prepared to ask interviewer questions
 - 10> Thank to interviewer before leaving.

Don'ts:

- 1> Don't tell lies
- 2> Don't blame your circumstances.
- 3> Don't find faults in your earlier employer/company.
- 4> Don't make tall claims about your skills.
- 5> Don't fidget about in your chair.
- 6> Don't use vocalized pauses while answering
- 7> Don't look down/ make festive eye contact with interviewers.
- 8> Don't bluff about issues you are not aware of.
- 9> Don't keep on simpering sheepishly @ answer emotionally.
- 10> Don't exhibit your nervousness.

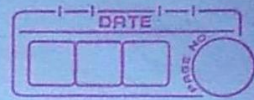
Difference b/w the various types of interviews:

Behavioral Interview:

"past performance in the similar situation is the best predictor of future performance." The method of interview probes much deeper than the usual interview techniques.

Telephone Interview:

These are cost effective compared to other types.



A last part of communication is visual as they can see your body language, it's critical to have positive & sharp answers delivered with enthusiasm.

Stress Interview:

This method is rare & involves the interviewer baiting to see your response. The aim is to highlight your weaknesses & see how you react under pressure.

Aptitude Interview:

Highly competitive companies have been known to ask "puzzle" questions. These interview/test consist of how you think in case of tricky situations.

Technical Interview:

Technical interviews are common amongst employers recruiting for engineering, science & IT roles. Essentially it's an interview to assess your technical ability, usually related to technical knowledge required for the role & the organization you wish to work for.

4 Conclusion

Interviews are very important for

- candidate to ~~show~~ prove his/her skills for the position
- employer to select correct & best candidate for the vacant position.

They are the entry point of any organization & tests your skills in several areas.

It is very imp. to be well prepared for any interview to increase chances of getting selected.