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& Engineering

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Summary

Unit III

★ Common Interview Pitfalls

1. Being Unprepared

I believe that 70% of the success of an interview is determined on what you do prepare before stepping foot in the meeting read upon the company's background its place in market, its place in competitions and finalize yourself with its by members.

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2. Dressing inappropriately

The clothes you wear need set the tone of the meeting and have a huge impact on where the interview leads. Understanding the role your outfit will play in your interviews will help you choose right clothes and ensure that you choose right clothes doesn't negatively affect your job prospective.

3. Talking too much and too enough Learning to strike balance between talking too much and talking too little can be a challenge.

Speaking too quickly can also create the appearance of nervousness.

4. Criticizing previous employees or colleagues

This line of questioning is designed not only to learn more about you and your professional history but also to

find out about how you're likely to character your new job in future.

There are many other reasons for leaving and job :-

1. Professional development
2. Career advancement
3. Better compensation
4. Different work environment.
5. Failing to ask questions

Here are some of the bad things that happen when you don't ask intelligent questions in job interview you risk being perceived as unprepared or disorganized. You will appear disinterested and lazy.

★ Some question we can ask from Interview:-

1. Who are the main people and group I'd be collaborating with?

- Date: _____
2. What is your strategy to cope up with desired result.
 3. How do you define hardwork in workplace?
 4. Can you tell me more about day-to-day responsibilities of the role?
 5. How could I impress you in first three months?

★ How to succeed a Interview

There are some tips for succeed in Interview :-

1. Research the Industry and Company.
2. Clarify your selling points and the reasons you want the job.
3. Anticipate the interviewers concerns and reservation.
4. Score a success in first few minutes.
5. Be assertives and take responsibility for the interviews.
6. Think positive.

7. Speak right body language, be ready for "behaviour-based" interviews.

★ What is stress interview?

An interview in which the person being questioned is deliberately subjected to confrontational, emotionally unsettling or otherwise stressful conditions, such as combination of aggressive questioning and environmental influences.

⇒ Best approaches for handling stress interview

1. Make a list of your soft skills.
2. Focus on your positive actions, not your negative feelings.
3. Don't deny your stress.
4. Understand why the interviewer is asking the questions.
5. Add context to your skills with a relevant, impactful example.

★ Behavioural Interview

Behavioural interviewing is an increasingly popular type of job interview, where an interviewee is asked to provide examples from their past employment of specific situation and go through how behaved in those circumstances.

Here are some common behavioural interview question and suggestion how to answer them categorized by topic:-

★ Time Management

1. Tell me about a goal you set and reached and how you achieve it.
2. Tell me about last time your workday ended before you were able to get everything done.

★ Adaptability

1. Can you share about a time you had to be flexible or adaptable?

2. Tell me about how you work under pressure?

★ Overcoming Challenges

1. Tell me about a time when you handled a challenging situation?
2. Tell me about a goal you failed to achieve?

★ Motivation and Values

1. Give an example of how you set goals.
2. Tell me about the proudest moment in your professional career why it was meaningful to you.

★ Communication

1. Tell me about a time when you had to say no.

★ Teamwork

1. Tell me about a team presentation you given. Why was it good?

★ Behavioral Interview Example answers :-

1. Tell me about a time when you handled a challenging situation.

=> It could be an example of a time you made mistake in handling the challenge but learned from experience and know you ~~st~~ would do differently next time.

2. Tell me about a time you made a mistake what did you do to correct it?

=> A great response to this question is one in which you take full responsibility for the mistake, worked hard to correct it and took steps to minimize the likelihood that it would happen again.

3. Tell me about how you work under pressure.

=> A great example will give a specific example of how you managed a high pressure situation successfully. It could also include what you would have done differently, looking back.

4. Give me an example of how you set goals.

=> This question is designed to show the interviewer how well you plan and set goals. A great answer is one where you discuss

an ambitious goals you set for yourself and how you came up with a plan for success.

★ Tips for answering behavioural interview questions

1. Prepare ahead of time :- While you may be asked for a new uncommon questions, most interviews ask many of the same questions. So we should practice and ready in advance.
2. Take your time answering :- After a question is asked, give yourself a moment to think of an appropriate story before answering, take a breath, pause or even take a drink of water to calm any nerves before responding.
3. Be positive :- Describe the background enough so that the interviewer understands the situation and then quickly move on to how you solved the problem and the results you achieved.

★ Follow the STAR method

Use the STAR method to answer any question, STAR stand for :-

- Situation
 - Task
 - Action
 - Result.
-
- For situation, briefly state context and relevant details for challenge or problem you facing.
 - For task describe your role.
 - For action, explain what action taken by you and your team.
 - For result, share the successful outcomes.