

INTERVIEW

- A conversation between two people
 - Questions asked- interviewer
 - Questions answered - interviewee

TYPES OF INTERVIEWS

- PATTERNED INTERVIEWS – Same questions are asked to each candidate
- NON-DIRECTIVE INTERVIEWS – Interviewers ask open-ended questions “like tell me about yourself”.
- STRESS INTERVIEWS – to analyze candidate’s ability to handle stressful situations
- GROUP OR PANEL INTERVIEWS – a committee comprised of managers, co-workers or people from other departments will examine a candidate
- BEHAVIOURAL INTERVIEWS- An interviewer asks you to describe situations such as “Tell me about a situation where you had a conflict with your family member. How do you handle it?”

TOTAL ASPECT OF INTERVIEW

- BEFORE THE INTERVIEW
- DURING THE INTERVIEW
- AFTER THE INTERVIEW

BEFORE THE INTERVIEW

- Review your resume
- Be ready to describe your skills, abilities and past work experience
- Be ready to describe critical skills that you have such as intellectual competence, leadership, flexibility, communication, motivation, administrative and technical skills
- Know about the company
- Practise mock interviews with your friends

DRESS

- Dress neatly and conservatively
- **Suggested Dress for women:**
- Suit, dress, saree: avoid flashy colours & tight clothing
- Keep jewelry, makeup, and cologne to a minimum
- Hair should be clean, neatly styled and away from face.

DURING THE INTERVIEW

- Make a good initial impression
- Have a firm handshake and make eye contact
- Arrive about 15 minutes early.
- Conduct yourself professionally
- You may meet your interviewer in the hallway or on the elevator.
- Be courteous and pleasant to all whom you meet
- Answer questions thoroughly with relevant examples
- Elaborate on questions and give specific details. If an employer asks, “Did you like your subjects in college?” Don’t answer simply “yes”. Rather, state what subjects of the curriculum you enjoyed and why.

BODY LANGUAGE DURING INTERVIEW

- Maintain good posture
- Watch for crossed arms, or head in downward position.
- Maintain good eye contact
- Thank the interviewer before leaving

After the interview

- Send a thank you note
- Make an analysis of your interview as it help you build your confidence for future interviews.

DOs

- Arrive early
- Greet the interviewer
- Give the appearance of energy as you walk
- Smile
- Shake hands firmly
- Wait until you are offered a chair before sitting
- Make eye contact throughout the interview.
- Stress your achievements and abilities as well as your skills and experience
- Conduct yourself as if you are determined to get the job you are discussing

DON'TS

- Don't forget to bring extra copies of your resume
- Don't have something in your mouth to chew, like, bubble gum
- Answer "yes" or "no". Elaborate on your answers and provide specific examples if possible.
- Don't act. Be yourself.
- Don't lie
- Don't be too casual
- Make derogatory remarks about your present or former faculty/employer