

Interviews

Facing an Interview



Source: <http://www.studyihub.com/is-honesty-the-best-policy-during-interviews/>

- Conduct some research about the company before you go

Facing an Interview



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- Be polite
 - Go in when you are called in and greet the interviewer politely with a smile
 - Do not sit until you are offered a seat
 - When offered, say, “*Thank you,*” and sit down

Facing an Interview...



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- Prepare your introduction and key points
 - This is your two minute opportunity to highlight yourself and demonstrate what you can offer for the company

Facing an Interview...



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- Smile, be natural and speak with confidence
- Dress for Success
 - Dress smart, be neat and clean

Facing an Interview...



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- Be Punctual
 - Come at least 15 minutes prior to your appointment time

Facing an Interview...



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- Be open and honest
- Do not talk about salary or benefits (unless they make an offer or ask you to make an offer)

Conducting an Interview



Source: <http://www.studyihub.com/is-honesty-the-best-policy-during-interviews/>

- Consider the purpose and prepare questions
- Scan through the documents provided by interviewees

For further details: <http://www.wikihow.com/Conduct-an-Interview>

Conducting an Interview



Source: <http://www.studyihub.com/is-honesty-the-best-policy-during-interviews/>

- Thank the interviewee for taking part
- Explain the purpose

For further details: <http://www.wikihow.com/Conduct-an-Interview>

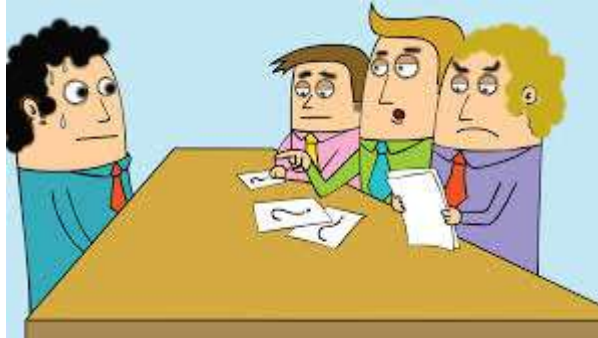
Conducting an Interview



Source: <http://www.studyihub.com/is-honesty-the-best-policy-during-interviews/>

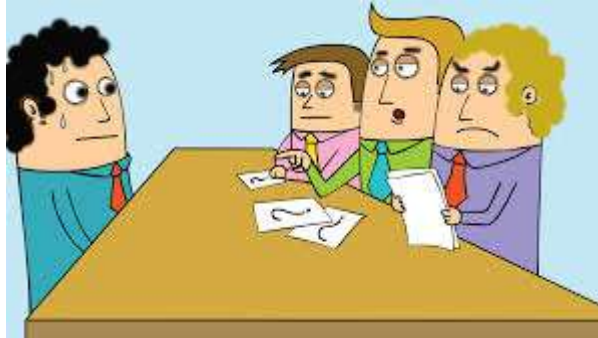
- Ask questions that you prepared
- Analyze the results (and select the employee/s)
- For further details: <http://www.wikihow.com/Conduct-an-Interview>

Probable Interview Questions



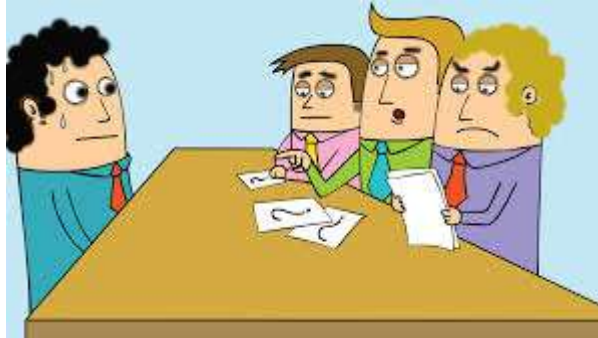
- Tell us about yourself
 - Always focus on your strengths relevant to the job
 - You may tell the interviewer about your other skills as well

Probable Interview Questions



- Would you call yourself a team player?
 - Yes
 - Support your answer with evidence from past experience

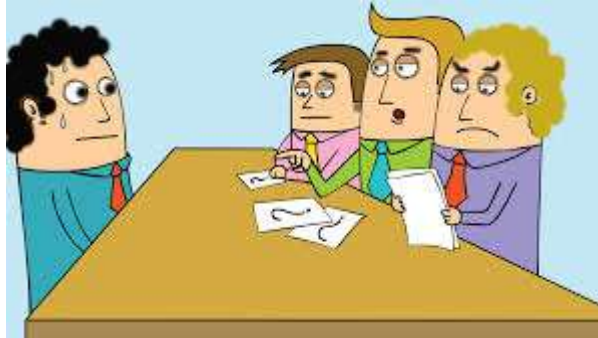
Probable Interview Questions



- Why should we employ you?
 - List out your strengths that are relevant to the job

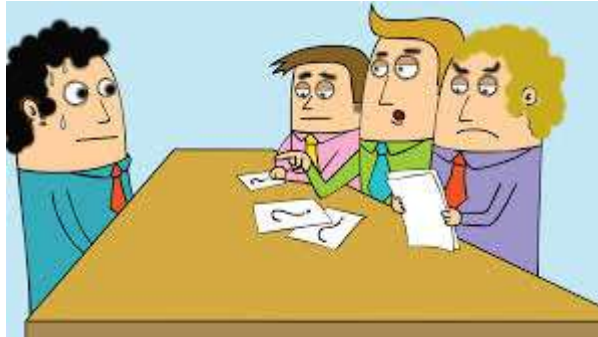
e.g.: I have good coordination skills, My greatest asset is my ability to motivate people, etc.

Probable Interview Questions



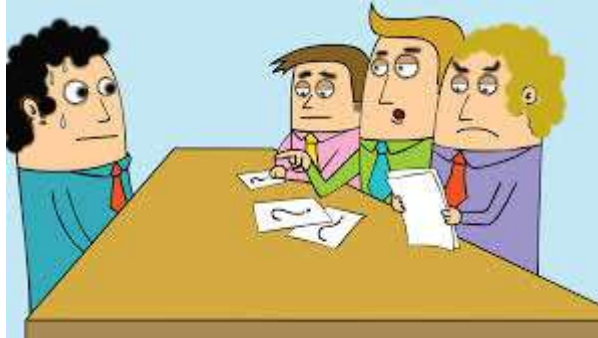
- Do you have offers from other companies?
 - Be honest
 - Whatever your answer is, it should match your career goals

Probable Interview Questions



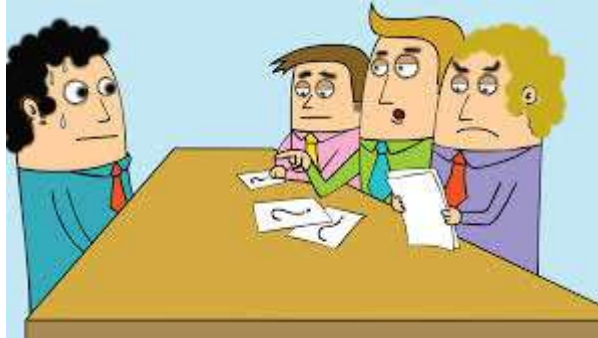
- What salary are you expecting?
 - Try not to get into salary details early unless you are pressed
 - If you have done your homework, you would know how much people in similar jobs are paid
 - You may tell them that you would accept a salary that the company would think reasonable for you

Probable Interview Questions



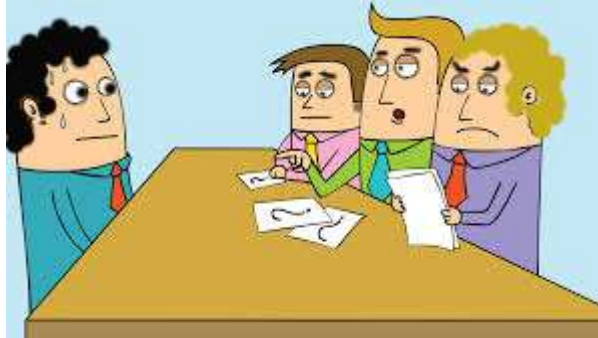
- How much do you think you are worth?
 - Be honest
 - Do not under estimate or over estimate yourself

Probable Interview Questions



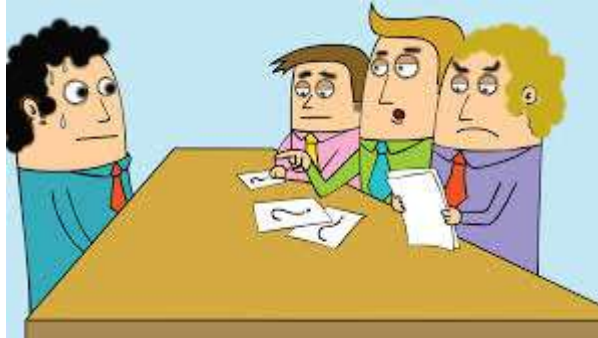
- What kind of a culture are you comfortable with?
 - Be clear about your preference
 - This way, the employer would get a clear picture of your preference

Probable Interview Questions



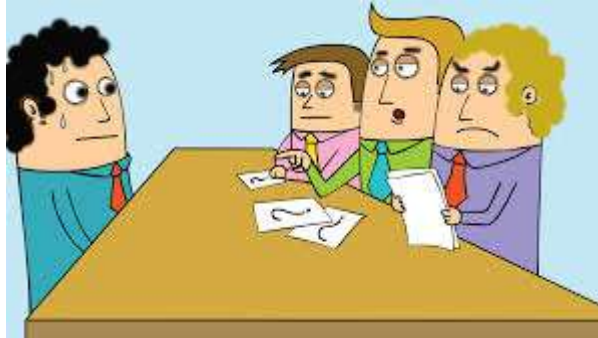
- What is more important to you – salary or growth opportunities?
 - This will reveal the real you
 - You may tell them that you value growth opportunities more with a reasonable salary

Probable Interview Questions



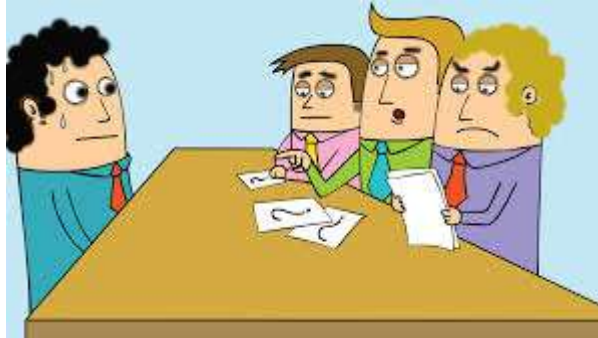
- What do you know about our company?
 - Do not give your opinion about the company
 - Stick to reported facts that you have gathered such as, product portfolio, size, income, customers, etc.

Probable Interview Questions



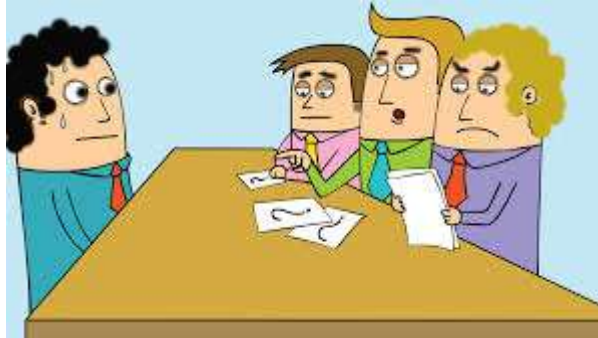
- Tell us about your strengths and weaknesses
 - Remember to state both strengths and weaknesses
 - Be careful that the weaknesses you mention are not construed as problem areas that could negatively impact the company.

Probable Interview Questions



- Where do you see yourself in 5 or 10 years?
 - Talk about your positive goals that bear a positive impact on the company as well

Probable Interview Questions



- What are your plans for higher studies?
 - Once again, talk about the positive plans that are related to the company.

For details read : Mitra, B. K. (2011), Personality Development and Soft Skills, Oxford University Press, New Delhi 110001, India

The End