



HOW TO FACE THE INTERVIEWS

03-07-2006

Interviews, www.geta.co.in

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Date:29-06-06



Over View

- Aim
- What is an Interview
- Purpose
- Different Interviews
- Before the Interview
- During the Interview
- After the Interview
- Interview Tips
- Summary



Aim

- To Get an Interview call and get Success in Interview



What is an Interview?

- A Process of finding the **Best Person** available for the **Job**



Purpose

- The purpose of an **Interview** is to get **Best Person**



Different Interviews

- Skill-based Interviews
- Sequential Interviews
- Panel Interviews
- Telephonic Interviews





Before going to Interview

- Reread your CV
- Interview behavior
- Collect and arrange important papers
- Practice good hygiene
- Arrive early
- Turn off cell phone
- Don't bring uninvited guests



During the Interview

- Appearance
- Attentiveness
- Body Language and Tone of Voice
- Communication Skills
- Prepare with all the basic about yourself
- Work Experience
- Personals



After the Interviews

- Send thank you
- Be patient



Interview Preparation

- Research of the Company
- Role Play
- Be Positive
- Listen and adopt
- Relate
- Adopt
- Encourage
- Interview behavior



Interview tips

- Knock before Entering
- Greet the panelists with a smile.
- Be in formal dress.
- To reach at least half an hour in advance at the place of interview is a **golden rule**.
- Carry your resume, certificates and other relevant papers

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Interview tips

- Alert mind
- Body language
- Be in eye contact with the interviewer
- Listen to the interviewer patiently and then answer
- Greeting the interviewers pleasantly

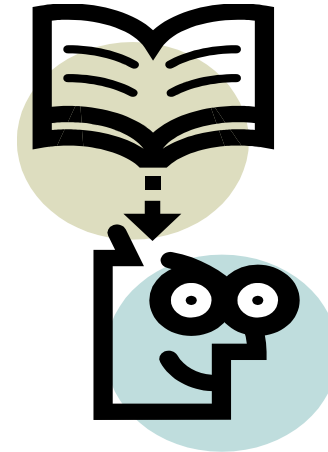


Summary

- Aim
- Purpose of an Interview
- Before the Interview
- During the Interview
- After the Interview
- Interview Tips
- Types of different Interviews



Any Questions





Thank you

