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INTERVIEW Techniques

A **GETA-P4 Workshop**

For **Degree Students**

At **YA Women's College, Chirala**

On **22 Jan 2010**

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Aim

To give you

an Understanding of Job Interviews

and

Empower you

with Techniques to WIN

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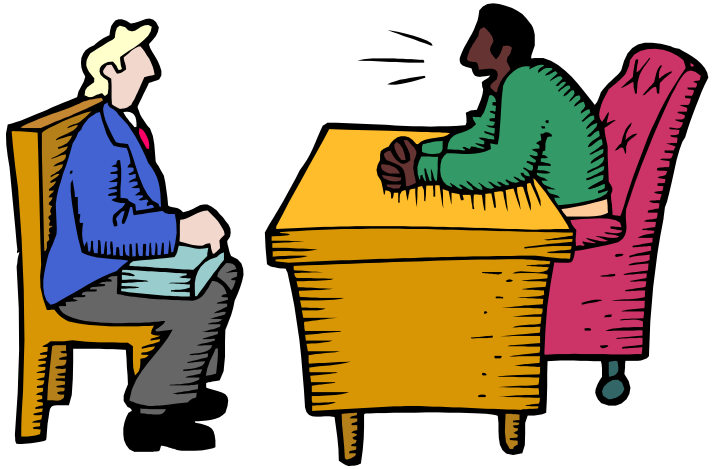
The Approach

- Definitions
- Interview Types
- Technical Interviews
- HR Interviews
- Self Introduction
- Key Focus Areas
- Why You?
- Things to Remember

Definitions

- Interview
- Interviewer
- Interviewee



Interview Types

- By Number of Interviewers
  - One-to-One
  - Group-to-One
- By Mode of Interview
  - In Person
  - Over Phone
  - Video Conference

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Interview Types continued…

- By Purpose of Interview
  - Job, HR, Technical
  - Performance Appraisal, Exit
  - News, Politics, Surveys, Profiling
  - Business Analysis…

and…

  - Dinner Interviews
  - Impromptu Interviews
  - Follow-up Interviews…

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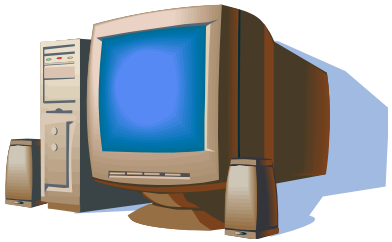
Technical Interviews

- Technology Function
  - Software Development, Maintenance
  - Business Analysis, Project Management
- What do they look for?
  - Platforms – O/S, Languages, DB…
  - Concepts
  - Depth
  - Logic
  - Project Experience
  - Awareness of New Trends



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HR Interviews

- HR – The Human Resource Function
  - Planning, Selection/Recruitment, Payroll, Staff Welfare, etc.
- What do they look for?
  - Attitude
  - Ability to Learn
  - Language & Communication
  - Technical Skills (Truthfulness)
  - General Knowledge

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Now…

- We covered the Concept
- Let us look at one of the most important parts of a Job Interview…

Self Introduction

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Self Introduction

- Education Summary
- IT Background
- Extra Achievements
- Little about Family
- Personality

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Intro 1: Education Summary

- State Achievements, Positives
  - Ranks, Medals, Testimonials
- Academics
  - PG, Degree, Inter, Schooling
  - Subject Branch, Percentage
  - Probably University, no more
- Additional Trainings
  - English, Drawing

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Intro 2: IT Background

- IT Subjects
  - C, Java, DBMS, S/W Engg., ERP
- IT Projects – real ones
- IT Courses – Diplomas
- IT Certifications – OCP, MCP, CCNA
- IT Skills
  - Browsing, E-mail, Chat, Forums
  - E-Greetings, E-books, E-Shopping…

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Intro 3: Extra Achievements

- Extra-Curricular Achievements
  - Sports, NCC
  - Volunteerism
  - Event Management
  - Drama, Art, Music
  - Seminars, Paper Presentations
- No Hobbies
  - Watching TV, Playing Cricket, Reading Novels, Sending SMS…

Intro 4: Little about Family

- Little, if at all
  - Father's Name & Occupation
  - Mother's Name & Occupation
    - Home Maker, not House Wife
  - No. of Bros & Sis, no names
  - Native Place
- Role Models, Mentors
- ✘ No Sympathetic Statements

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Intro 5: Personality

- Traits
  - Sincere, Honest, Hardworking
  - Self-Starter, Learner
  - Leader, Enthusiastic
- Be with Examples
- Better not say, if not true

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Self Introduction

- ✓ Education Summary
- ✓ IT Background
- ✓ Extra Achievements
- ✓ Little about Family
- ✓ Personality

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Key Focus Areas (Quick Sands)

- Career Planning
  - Life → 5 Years → Immediate
  - What if industry collapses?
- Why this Company
  - Read Profile, Attend Presentation
  - Size, Business, Age, Address, People
  - Ready to Sign Agreement? Bond?
- References
  - Know about them
  - Make sure that they know about you

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Key Areas (Quick Sands) continued…

- Other Offers
- Attempts Made Earlier
  - Why failed?
  - What did you do to better it?
- Gaps & Arrears
  - Be with clear reasons
- … you like & why?
  - Subjects, Teachers, Friends, Persons

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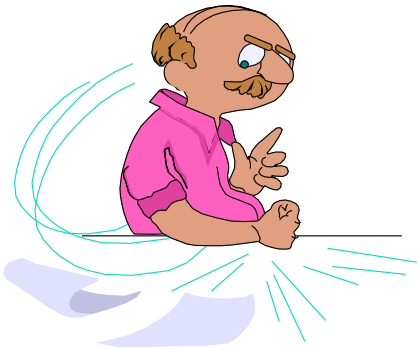
Why You?

- Mobility, Relocation
- Shifts, Long Hours
- Team Player, not Individual
- Smart Work, not just Hard Work
- Language & Communication
  - ✓ Grammar, Accent, Pronunciation
  - ✘ MTI – Mother Tongue Influence



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Things to Remember

- Be Truthful
- Focus is NOT on Accuracy
- ✘ Do not criticize others
- ✘ Do not Repeat answers
- The world doesn't fall-over

  if this Offer is not thru

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More to Take Care of…

- Dress Code
- Arriving Early
- Keeping Certificates
- White Sheet & Pen
- Entering the Room
- Greeting & Handshake
- Thanking at the End
- Body Language
  - Sitting Posture
  - Eye Contact
- Voice
  - Audibility
  - Confidence

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Summary

- Definitions
- Interview Types
- Technical Interviews
- HR Interviews
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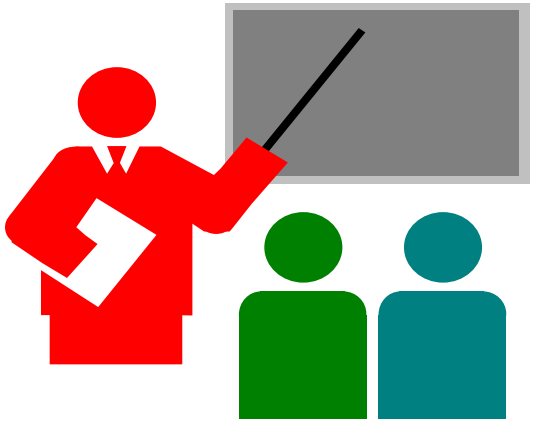
- Key Focus Areas
- Why You?
- Things to Remember & Take Care of



Questions?

Thank You

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All the Best