



www.geta.co.in

INTERVIEW Techniques

A **GETA Seminar**

For **Degree Students**

At **YA Govt. College for Women, Chirala**

On **11 December 2008**

By **Murali Valiveti, MD, GETA.co.in**



www.geta.co.in

Aim

To give you
an Understanding of **Job Interviews**
and
Empower you
with **Techniques to WIN**





www.geta.co.in

The Approach

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

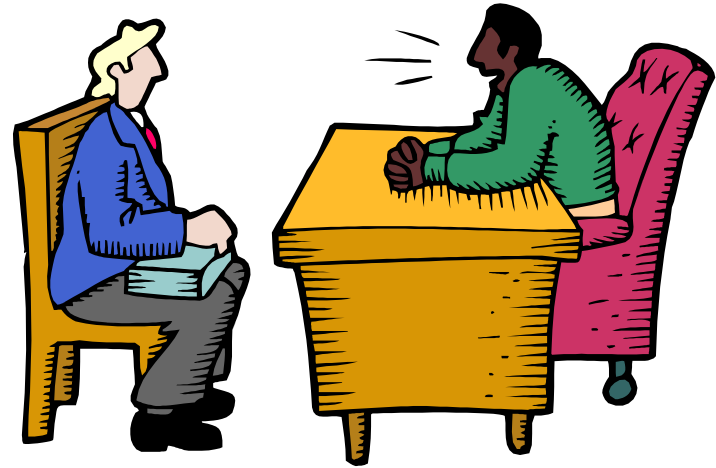




www.geta.co.in

Definitions

- ◆ Interview
- ◆ Interviewer
- ◆ Interviewee





www.geta.co.in

Interview Types

◆ By Number of Interviewers

- One-to-One
- Group-to-One

◆ By Mode of Interview

- In Person
- Over Phone
- Video Conference





www.geta.co.in

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...





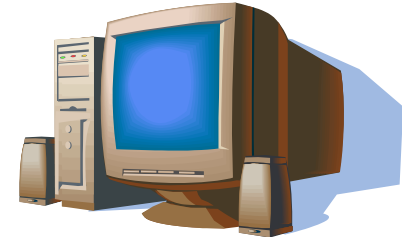
Technical Interviews

◆ 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



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





www.geta.co.in

Now...

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



Self Introduction



www.geta.co.in

Self Introduction

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





www.geta.co.in

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



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...



www.geta.co.in

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



www.geta.co.in

Intro 5: Personality

◆ Traits

- Sincere, Honest, Hardworking
- Self-Starter, Learner
- Leader, Enthusiastic

◆ Be with Examples

◆ Better not say, if not true



www.geta.co.in

So...

Self Introduction is...

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





www.geta.co.in

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?



Key Areas (Quick Sands) continued...

◆ References

- Know about them
- Make sure that they know about you

◆ Other Offers

◆ Attempts Made Earlier

- Why failed?
- What did you do to better it?





www.geta.co.in

Key Areas (Quick Sands) continued...

◆ Gaps & Arrears

➤ Be with clear reasons

◆ _____ you like & why?

➤ Subjects, Teachers, Friends, Persons

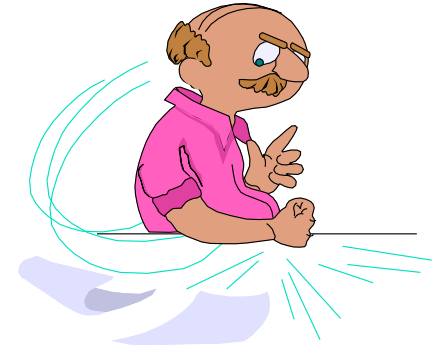




www.geta.co.in

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





www.geta.co.in

Things to Remember

- ◆ Be Truthful
- ◆ Focus is NOT on Accuracy
- ✗ Do not criticize others
- ✗ Do not Repeat answers
- ✗ Do not use Acronyms
that you don't know
- ◆ The world doesn't fall-over
if this Offer is not thru



www.geta.co.in

More to Take Care of...

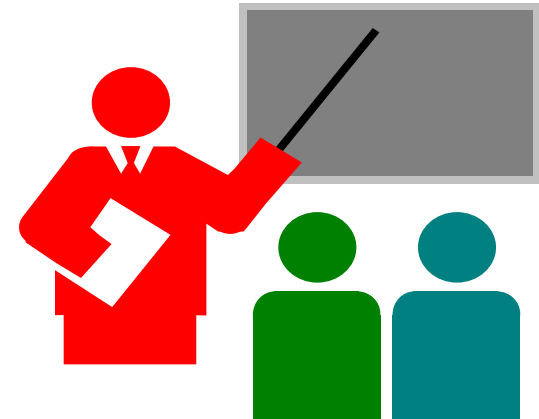
- ◆ Dress Code
- ◆ Arriving Early
- ◆ Keeping Certificates
- ◆ White Sheet & Pen
- ◆ Entering the Room
- ◆ Greeting & Handshake
- ◆ Thanking at the End
- ◆ Body Language
 - Sitting Posture
 - Eye Contact
- ◆ Voice
 - Audibility
 - Confidence



www.geta.co.in

Summary

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





www.geta.co.in

Questions?



Thank You