

INTERVIEW SKILLS

Unit 4

WHAT ARE INTERVIEW SKILLS ?

- "Interview skills are the actions candidates take to achieve success in the job interviews."
- Before the Interview
- During the Interview
- After the Interview

BEFORE THE INTERVIEW

I. Research the company



2. GO THROUGH THE JOB PROFILE



3. UPDATE YOUR CV/ RESUME



4. PRACTICE INTERVIEWS



5. MAINTAIN GOOD HYGIENE



6. DRESS PROFESSIONALLY



7. BE PUNCTUAL



8. SWITCH OFF/ SILENT YOUR MOBILE PHONE



DURING THE INTERVIEW

1. Smile gently
2. Greet the interviewer
3. Good Posture
4. Maintain eye-contact
5. Listen carefully
6. Speak clearly
7. Be honest and confident
8. Answer to the point



AFTER THE INTERVIEW



I.THANK THE INTERVIEWER



2. OFFER A FIRM HANDSHAKE AND SAY ‘ NICE TO MEET YOU’



3.ASK QUESTION, IF ANY



4. IF SELECTED, GET READY FOR OTHER ROUND



5. IF REJECTED, PREPARE FOR OTHER JOB INTERVIEWS



BASIC INTERVIEW QUESTION AND ANSWERS



TELL ME ABOUT YOURSELF?

- Start with your Name
- Give your place information
- Education in short
- Job experience if any
- Family details in short
- Example



- My name is Jainish patel. I live in Navsari. I have done B.E. in EC and MBA in HR. I have 2 years experience in HR and I have wife in my family in Navsari.

WHY DO YOU WANT TO WORK AT OUR COMPANY?

- Tell them what you like about company
- Relate it to your long-term career goals

- For Example:



- Sir, it is a great privilege for anyone to work in a reputed company like yours. When I read about your company I found that my skills are matching your requirements. Where I can showcase my technical skills to contribute to the company growth.

WHAT ARE YOUR STRENGTHS?

- Adaptability
- Hard working
- Honest
- Flexibility
- Optimistic
- Fast decision making
- Persistence
- Self motivated



For Example:

I am a honest, self motivated and hardworking man with positive attitude towards my career and my life.

WHAT ARE YOUR WEAKNESS?

- Straightforward
- Impatient
- Sensitive
- More talkative
- Trust people very quickly
- I can't say no when someone ask for help
- Take decisions very quickly
- Gets nervous when talk to strangers
- To speak lie is difficult for me
- I am a bit lazy about which I am not interested



For Example:

I can't say no when someone ask for help and I am a bit lazy about which I am not interested.

WHY SHOULD I HIRE YOU?

- Share your Knowledge
- Work experience
- Skills related to job
- Career Goal
- Examples:



- Sir, as I am a fresher, I have theoretical knowledge but I can do hard work for my organization. And I will put all my efforts for the good progress of organization. Being punctual and sincere, I can finish the work given to me on time and try my best to fulfill all the needs of company from me.
- With reference to my work experience, I Satisfy all the requirement for this job. I am sincere with my work & would never let you down in anyway. I promise you will never regret for the decision to appoint me in your organization.

THANK YOU

