



INTERVIEW SKILLS

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INTERVIEW

- Definition for interview
- Types of interview
- Preparation for interviews
- Performance during and after interviews
- Some Tips for interviews
- Do's and Don'ts
- Interview questions
- Important Job sites

Interview

- A meeting of minimum two expert- candidate
- Arranged to examine the suitability of the candidate
- Tested for subject knowledge, skills and desired behavior in a very limited time

Types of Interview

- **Panel Interview:**
 - Three or more experts sit across table from the candidate.
- **Face-to-Face Interviews:**
 - One interviewer one candidate informal in nature less distance between interviewer and candidate less stressful and relaxed environment compared to panel interview

Prior Interview

- ♣ Read your CV/ application and skills demanded

Directly contact the employees

- ♣ Know the company
- ♣ Go to the company web site
- ♣ Annual reports
- ♣ Business news papers, magazines

Know the Company

- Main production / service
- Annual sales, profit, dividend
- Competitors
- Area of operation
- New product/service launched

During an interview Employers Evaluate

- ❑ **Self Confidence** – you should be confident while appearing for interview
- ❑ **Interpersonal skills** – fluency in English, listen attentively and answer to the questions asked by the interviewer
- ❑ **Be honest** – While answering in the interview, even if you don't know the answer for certain question, be honest in answer to the interviewer.

Non-verbal or Body Language

- ❑ Posture: sit erect without leaning on the desk or slouching in the chair, but don't be stiff and tense
- ❑ Always make eye contact when you speak, but avoid continuous staring
- ❑ Don't use too many hand movements and frequent change of facial expressions not in relation to words you have expressed

Dress outlook

- ❑ Dress formally and well groomed
- ❑ You will never get a second chance to make a good impression
- ❑ Wear something that make you feel comfortable
- ❑ Use simple accessories like simple jewelry, watches, ties, etc
- ❑ Scents, perfumes and after shaves lotion should be avoided

Expected qualities of the candidate

Effective Verbal communication

- If it is English language without M.T Influence*
- Natural delivery, fluency*
- Pronounce sentence clearly*
- Speak little more loudly or lower your voice to draw attention of the experts if there is an important point or opinion*

Rejected by the committees

- Vague and irrelevant answers to the questions
- Very fidgety: little eye contact; nervous mannerism, such as playing with hair, nail biting etc.
- Lack of sincerity
- Utter superficial remarks to impress the interviewer – project work

Do's

- ❑ Do take a practice run to the location where you are having the interview
- ❑ If presented with a job application, do fill it out neatly, completely and accurately
- ❑ Do bring extra resumes to the interview
- ❑ Do greet the interviewer & do shake hands firmly
- ❑ Do wait until you are offered a chair before sitting.

Do's

- ❑ Do make good eye contact with your interviewer(s)
- ❑ Do show enthusiasm in the position and the company
- ❑ Do make sure that your good points come across to the interviewer in a factual sincere manner
- ❑ Do stress your achievements

DON'TS

- ❑ Do avoid controversial topics
- ❑ Don't ever lie. Answer questions truthfully, frankly and succinctly
- ❑ Don't say anything negative about former colleagues, supervisors, or employers
- ❑ Don't answer questions with a simple 'yes' or 'no'. Explain whenever possible. Describe those things about yourself that showcase your talents, skills and determination. Give examples

Don'ts

- Don't inquire about salary, vacations, bonuses, retirement, or other benefits until after you've received an offer
- Don't bring up or discuss personal issues or family problems
- Don't say your past history, hence it is available in the C.V. itself

After Interview

- Thank them for calling you for the interview through a letter
- Indicate that you look forward to hear from them

INTERVIEW QUESTIONS

Tell me about yourself

Why did you leave your previous job?

What sort of job you are looking for?

What appeals to you about this job?

Why do you think you'd be good at this job?

What are your strengths?

What are your weaknesses?

Would you accept this job if it were offered to you?

What do you know about this company?

If you take this job, how long would you stay?

Don't you think you may be too old/young/inexperienced?

Tell me about yourself

- λ The most often asked question in interviews
- λ Tell your academic record
- λ Your skills
- λ Your qualification etc.
- λ Talk about things you have done and jobs you have held that relate to the position you are interviewing for
- λ Time: 3 minutes
- λ Prepare written answer for this question and rehearse

What do you think you do be good at this job?

- The best is to say general and say something like: A job where I love to work, like the people, can contribute more to the company
- A job which is challenging, a job which gives me opportunities to prove knowledge and skills

What appeals to you about this job?

- To achieve through heights and also to learn, work hard and quench my thirst of knowledge in the related field, which I am going to work
- To be unique in decision making skills in the future

What are your strengths ?

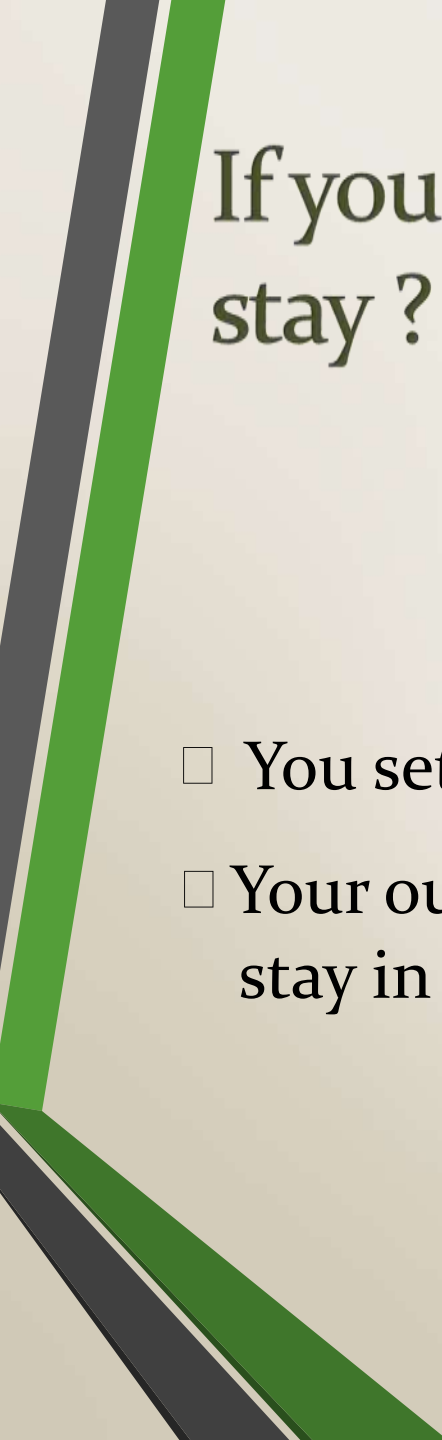
- Strength of your subject knowledge
- Your ability to prioritize,
- Your problem -solving skills,
- Your ability to work under pressure,
- Your ability to focus on projects,
- Your professional expertise,
- Your leadership skills and
- your positive attitude.

What are your weakness ?

- Here you have to tell your weakness As strength
- Tell Always I will be committed to the assigned work, which I expect from my co-workers, this leads to affects the interpersonal relationship but the outcome of the work will be satisfied. This suits to the team leader.

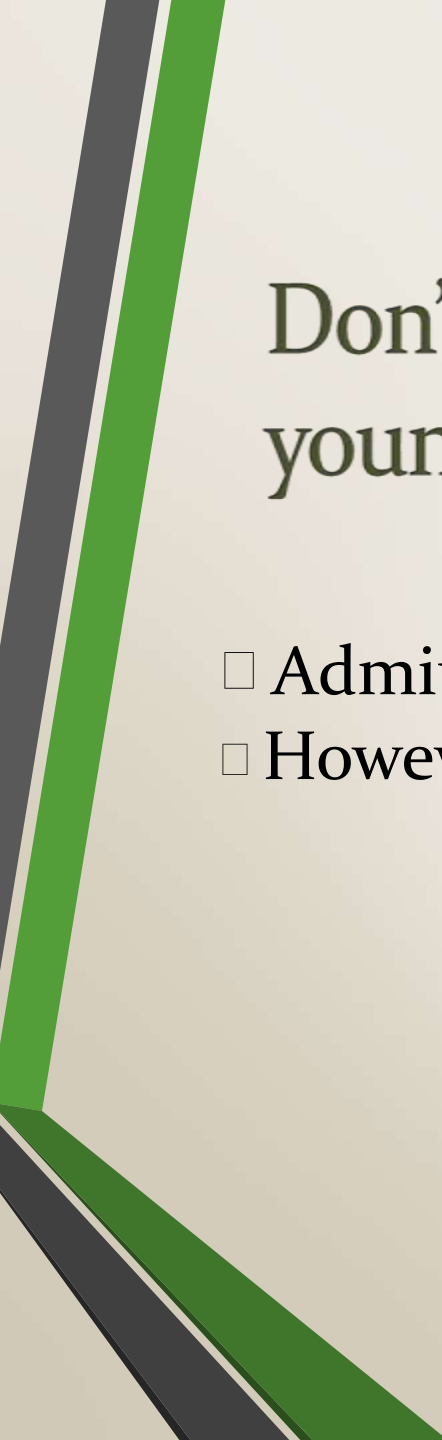
What do you know about this company ?

- You have to go to the website and look for the details like company, products, services, year of starting the company, their annual reports, agenda.
- How many workers are working in that company, volume of the business future plan of business and other specific details .



If you take this job, how long would you stay ?

- You set high standards for yourself and meet them.
- Your outcomes are a success and tell them about you stay in that company.



Don't you think you may be too old/
young/inexperienced ?

- Admit that you have no experience.
- However explain your academic strength.



Thank you