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# Winning in HR INTERVIEWS

**A Guest Lecture**  
**For MBA Students**  
**At VRS & YRN College, Chirala**  
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# Aim

To give you an understanding  
of **HR Interviews**  
and  
Empower you  
with **Techniques to WIN**



# The Approach

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



# Definitions

- ◆ Interview
- ◆ Interviewer
- ◆ Interviewee
- ◆ Interview Modes
  - One-to-One, Group-to-One
  - In Person, Over Phone, Video Conference



# HR & 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



# Self Introduction

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



# 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...





# 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



# Intro 5: Personality

## ◆ Traits

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

## ◆ Be with Examples

## ◆ Better not say, if not true



# 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



# 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



# 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



# 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



# 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





# Summary

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



# Questions?



# Thank You