INTERVIEW
Techniques

A	**FLOAT Seminar**
For	**Degree & PG Students**
At	**AVOPA**, Chirala
On	**19 July 2008**
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	MD, GETA.co.in

Aim

To give you

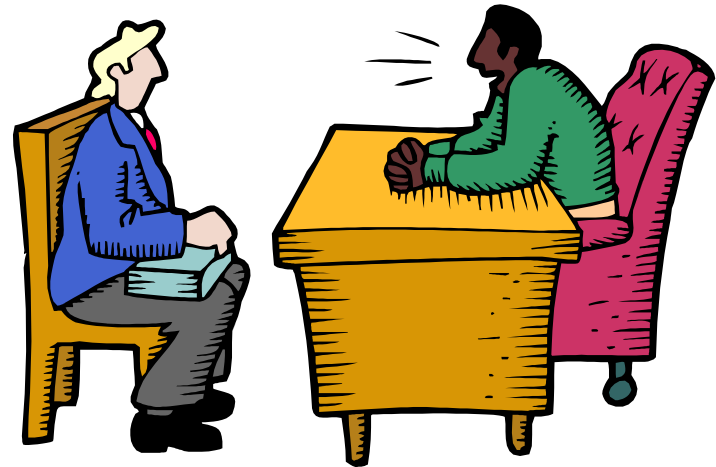an Understanding of Job Interviews

and

Empower you

with Techniques to WIN

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

Interview Types continued…

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

and…

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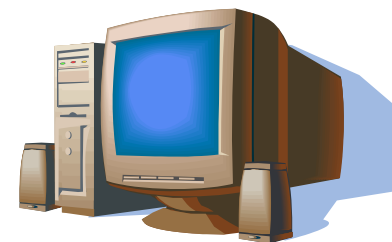 - ➢ Follow-up Interviews…

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

Now…

- We covered the Concept

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

Self Introduction

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…

- 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**

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

◆ 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
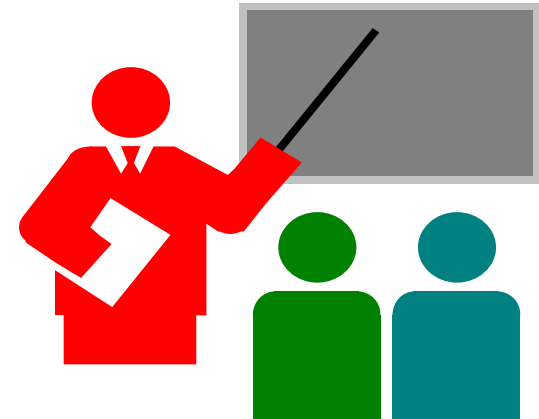
- The world doesn't fall-over
  if this Offer is not thru

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

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Summary

- Definitions

- Interview Types

- Technical Interviews

- HR Interviews

- Self Introduction

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- Things to Remember & Take Care of

Questions?

Thank You