



# HOW TO HANDLE JOB INTERVIEWS SUCCESSFULLY

Like exams, interviews require a great deal of preparation. In order to do well, you must assess your current knowledge about the position, study the employer, and anticipate difficult questions.

In a competitive job market it's especially important to follow these steps to interview success:

1. Analyze the Position
2. Research the Employer
3. Review Your Experiences
4. Practice!

## ANALYZE THE POSITION

Review a copy of the job description and highlight the qualifications and main responsibilities. If you are still unclear about the nature of the position, check out the information in their website. Keep in mind that employers with lengthy qualifications statements rarely find applicants strong in all areas, so do not get discouraged if you do not meet all of the specified requirements, just be sure to emphasize your strengths.

## RESEARCH THE WORLD OF WORK

Learn as much as you can about the employer's mission, services, products, and future prospects. Understand how this organization compares with similar or competing organizations. The best place to start your research is on the employer's website.

## KEY FACTS TO GATHER BEFORE INTERVIEWING INCLUDE

- Key people in the organization.
- Major products or services.
- Mission and vision statements.
- Core values.
- Size in terms of sales and employees.
- Locations other than your community.
- Organizational structure of the company.
- Major competitors.
- View of the company by clients, suppliers and competition.
- Latest news reports on the company or on local or national news that

## REVIEW YOUR EXPERIENCES

When reviewing your qualifications, consider all experiences valuable even if they do not directly relate to the position. Review the following: work experience, internships, volunteer experience, class projects, course work, student group experience, interests and hobbies.

For each experience, identify the skills and knowledge you developed. Many skills are transferable from one setting to another. Be able to say how the experience has prepared you to contribute to an organization. For assistance contact Career Guidance Centre for reviewing your skills to match with Top 10 Qualities Employers Seek in Job Candidates.

## PRACTICE!

Try the following methods to boost your interviewing confidence:

1. Practice saying your responses out loud. Answering potential questions in front of a mirror can be useful for assessing your facial expressions.
2. Have a career counselor or friends and family ask you a list of questions and give you feedback on the following: content and organization of your answers (completeness, level of detail, how easy to follow) and your presentation style (pace, voice quality/tone, energy, posture, eye contact, hand gestures, etc.) • Record your responses and review your performance. Ask yourself: did I look/sound confident, what does my body language say, did I look/sound relaxed, and did I sound enthusiastic?
3. Use the mock interviews conducted by Career Guidance Centre
4. Record your answers to identify improvements in tone, volume, eye contact, etc.

## PRESENTING YOURSELF IN INTERVIEW

The way you present yourself in an interview is very important and crucial in making a selection decision.

### FORMAL DRESS CODE FOR WOMEN:

1. Women are often confused when it comes to dressing for an interview. The reason is they neither could not decide whether to opt for western outfits or the traditional Indian formals. Companies hiring in India allow both of them and it is suggested to choose the style in which you feel comfortable.
2. If you go for Indian formals, Use plain cotton sarees or Salwar Kameez with Plain dupatta. Prefer light pastel shades.
3. When choosing western formals, use plain light colored shirt with formal trouser or skirt of conservative length. Prefer dark shades for trouser.
4. Avoid too much make up and use simple jewellery.
5. Use low heels so that you feel comfortable.

### FORMAL DRESS FOR MEN :

1. Men can wear plain light colored formal shirt and a tie. trouser should be plain and of dark shade.
2. The tie should be simple, Conservative and not too flashy. It should match the colour of shirt /suit.
3. Shirt should be tucked in and shoes should be well polished.
4. Hair should be clean, trimmed and neat.
5. Avoid Jeans & T-shirt

### ALSO TAKE CARE OF THE FOLLOWING:

Take care of your body- odour. (Use a mild deodorant)

Wear a smile on the face.

## TYPES OF INTERVIEWS

Try to identify from the prospective employer what type of interview you will have. This will help you prepare and feel more confident.

Types of interviews include: Persona | Telephonic | On-site/Second round interview

## PREPARING FOR A TELEPHONIC INTERVIEW

- Stand up during your phone interview; this helps with your energy.
- Schedule it for a time when you can give 100 percent of your attention and take the call in a quiet place.
- Jot down points you want to make, a list of your skills and accomplishments with examples, and questions to ask.
- Keep a copy of your resume and the job description near the phone.
- Have your calendar in front of you if you need to set up another interview.
- Ask for clarification if necessary and think out your responses clearly before you answer.
- Show enthusiasm for the position—be sure to smile—it can come through in your voice.
- Avoid saying “ah, er, um.” These non-words are more noticeable on the phone.
- Have the company website open on your computer to reference.

Most interviews consist of different types of interview questions that will depend on the position and the organization.

Types of interview questions include:

### QUALIFICATION QUESTIONS

These are straight-forward questions about your experience, background, and personal traits. Examples:

- What are your greatest strengths and weaknesses?
- Tell me about yourself.

### BEHAVIORAL QUESTIONS

These very popular questions are based on the premise that past behavior best predicts future behavior. For example, if you have shown initiative in a club or class project, you are likely to show initiative when you are working. Before an interview, each position is assessed by the employer for the skills and traits that relate to job success and related interview questions are developed. Examples:

- Describe a situation where you used persuasion to successfully convince someone to see things your way.
- Tell me about a time when you had to take on a leadership role.

You should respond to these questions with a specific example where you have demonstrated the skill the interviewer is seeking. It's helpful to remember "CAR" to compose a thoughtful response. Here's how it works:

**CONTEXT:** What was the problem, need, or concern? Include obstacles you had to overcome.

**ACTIONS** you took: This does not mean what the group did, but what you did. Practice saying "I" instead of "We." Assume ownership of your accomplishments.

**RESULTS** you achieved: quantify the results and relate them, your skills, and actions to the employer's needs.

**TECHNICAL/CASE**

Depending on the industry that you want to enter, you may receive questions related to concepts that you learned from your coursework, industry knowledge (e.g., familiarity with financial markets), or specific skills (e.g., programming languages).

## FREQUENTLY ASKED QUESTIONS DURING THE INTERVIEW

### QUALIFICATION QUESTIONS

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| <ul style="list-style-type: none"> <li>• Why are you pursuing this field?</li> <li>• Describe your ideal job.</li> <li>• What are your career plans?</li> <li>• What do you see yourself doing in five years?             <ul style="list-style-type: none"> <li>• Do you plan to return for further education?</li> </ul> </li> <li>• What classes did you enjoy most/least and why?</li> <li>• What other positions are you interviewing for?</li> <li>• Why are you interested in our organization?             <ul style="list-style-type: none"> <li>• Where do you see yourself fitting in?</li> </ul> </li> <li>• What do you know about our services/products?</li> <li>• How do you feel about traveling as part of your job?</li> <li>• In what type of setting do you do your best work?</li> <li>• Tell me about yourself.</li> </ul> | <ul style="list-style-type: none"> <li>• Why should I hire you?</li> <li>• How does your background relate to this position?</li> <li>• What can you offer us?</li> <li>• What have you learned from the jobs you have had?</li> <li>• Tell me about an accomplishment that you are proud of.</li> <li>• What are your greatest strengths?</li> <li>• What are your greatest weaknesses?</li> <li>• Why did you decide to do MBA in KCTBS?</li> <li>• Why did you choose your major?</li> <li>• What have you learned from your failures?</li> <li>• What motivates you to do good work?</li> <li>• How do you prefer to be supervised?</li> <li>• How would a former supervisor describe you?</li> </ul> |
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## INTERVIEW TIPS

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| <ul style="list-style-type: none"> <li>• Express genuine interest and enthusiasm when you answer questions.</li> <li>• Be specific and give examples. This adds credibility to statements you make about your qualifications. It is better to make a few strong points than many brief, unrelated points. Go for quality over quantity.</li> </ul> | <ul style="list-style-type: none"> <li>• Organize your thoughts and show an understanding of the issues. The employer may not necessarily be looking for the right response, but how you respond.</li> <li>• Do not diminish your past experiences; don't say, "I was just a cashier." Talk up your transferable skills.</li> </ul> |
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## FURTHER HELP @ CAREER GUIDANCE CENTER

1. Book a Mock GD Session
2. Find out more about interactive workshops, sessions and Company Specific Training which is run regularly throughout term time.

## CONTACT DETAILS

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