

Interview Techniques

Introduction

- **An interview is a form of personality test.**
- **Interview is held only to select the most SUITABLE person and not the BEST.**
- **Interviewer can be ONE or Many.**
- **Not a strict one. Will be friendly.**
- **“HOW” matters more than “WHAT”**

Expectation

- **Work related Skill and Attitude**
- **Subject and General Knowledge**
- **Physical Fitness**
- **Manners (Dress and Body Language)**
- **Thinking and Answering ability**
- **Clarity and Spontaneity**
- **Benefits to the company**

Expectation

- **Confidence**
- **Willingness to work**
- **Enthusiasm**
- **Humbleness**
- **Co-operation and Team work**
- **Time Management**
- **Communication Skills**

Preparation - Documents

- **Have all the original certificates, neatly organized in a LEAF FILE.**
- **Have two sets of attested Xerox copies of all the necessary certificates.**

(Necessary certificates: The Proofs for the details you have mentioned in your Resume, like marklists, TC, Community, Nativity, Age Proof, ID Proof, Address Proof, Prize Certificates, etc.)

- **Have two sets of Resume & Application**
- **Have 3 passport size color photos. (recently taken)**

Preparation - Knowledge

- Know the details about the company and the job.
- Review your subjects.
- Read some recent magazines and Newspapers to know the current affairs.
- Plan well for the regular questions.

(e.g., Introduce yourself, expected salary, Why do you want to join our company, Why should we give this job to you, what are your strengths and weaknesses, how can you do a new job, will you travel, etc.)

Preparation - Appearance

- **Dress Neatly** (not attractive & not destructive)
 - **Ironed clothes & Polished Shoes**
 - **Men: Formal Dark Color Pant and White or light color Shirt.** (No designs, No Jeans. Tie is not necessary)
 - **Women: Chudi or Salwar** (not gorgeous, not simple)
- **Jewels and Make-up – only to a limit**
(Remember that you are not a Fashion Model)
- **Cut Nails, Shave Face and Comb Hair.**

Presentation – On the Day

- **Wake up early and eat properly.**
- **Wear as planned.**
- **Take all the necessary documents and things**

(Interview card, Resume, Application, Photos and Certificates)

(Kerchief, Spray, Powder, Comb, Mirror, Mobile phone, Pad, Pen, etc.)

- **Breathe well, Smile and motivate yourself.**
- **Be at the interview hall at least 15 minutes before.**

Presentation – In the hall

- **Know the places** (Bathroom, Water, Interview room, etc.)
- **Submit your interview card at the Reception**
- **Get the necessary details from Responsible person.**
- **Give a glance around the hall and note if anything different.**
- **Sit comfortably and talk gently a few words to the people next to you.**
- **Wait for your turn – patiently but be focused.**
- **Put your mobile phone to Silent mode.**

Presentation – At the Room

- Enter into the room after seeking permission.
- Walk straight with head up.
- Have a smile and Greet (e.g., Good morning...)
- Sit straight and comfortably.
- Have Eye contact and Listen keenly.
- React carefully and slowly.
- Answer clearly and audibly.
- Answer honestly (e.g., “I don’t know”)

Presentation – Don'ts

- Don't talk too much, loudly or unnecessarily.
- Don't sit, until you are asked to do so.
- Don't pull or crack the chair.
- Don't bend or lean your hands on the chair / table.
- Don't cross or shake your legs.
- Don't chat - directly or by phone.
- Don't style your hair or adjust clothes inside the hall.
- Don't put your hands in the pocket.
- Don't put your things in the interviewer's table.
- Don't Play with Pen, Paper-weight, etc.

Conclusion

- Say “Thank You”, after the interview is over.
- Ask reasonable questions, if they gave a chance.
(e.g., What will be my responsibilities, Who will be my immediate boss, When should I join, etc.)
- Be careful about your Body Language.
- Remember: “How you look, say and respond are more important than WHAT..!”
- Be Confident – But not an Arrogant.
- Be Humble – But not a Slave.
- Dedication + Preparation = Success

T
H
A
N
K

YOU..!

Numbers to Note

14+
years of experience

100+
trainers / speakers

500+
satisfied clients

1500+
successful programs

75000+
benefited participants

YOSI HR TRAINING INSTITUTE

449I, East 3rd Street,
Old Employment Office Building,
PUDUKKOTTAI - 622001

E-mail: yosiindia@gmail.com

Phone: 7 4030 2 4030

(10 am to 6 pm on working days)



யோசி
Think better
Do wonder

சிந்தனையைச் செய்வாயாக்க... உள்னங்களை வெள்ளையாக்க... பாரதத்தைப் பசுமையாக்க

வல்லமை தாராயேர
- இந்த
மரநிலம் பயனுற
வாழ்வதற்கே...

YOSI
HR TRAINING
(OPC) PVT. LTD.

CIN: U74999TN2018OPC126475

Life Skills and Work Skills
Training Courses and Sessions
in Tamil and English

www.yosihrtraining.com