

ARTS AND COMMERCE COLLEGE, ASHTA

A Presentation on COMMUNICATION SKILLS

A Presentation by
Prof. Rajendra Ashok Pradhan



Interview Skills

Giving you the best chance.



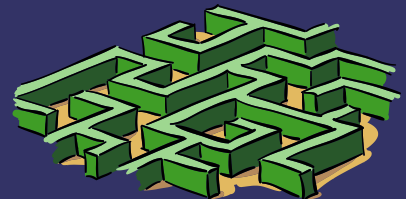
Objectives

- First impression counts
- What employers are looking for
- Before an interview
- Questions to think about
- What to take
- Presentation
- Common interview questions
- Interview safety



Beware!

It is recognised that people who interview you, for whatever reason, will make up their minds about you in the first 2 minutes of the interview.



Remember

55% of the impression we make is what they can see

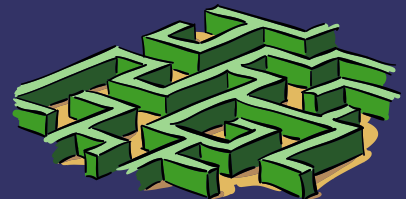
38% of the impression we make is what they hear

7% of the impression we make is by what we say



What employers are looking for

- Enthusiasm.
- Ability to speak clearly.
- Teamwork skills.
- Leadership skills.
- Work related experience.
- Community involvement.
- Company knowledge.
- Flexibility.
- Ambition and Motivation.
- People skills.
- Professional appearance.
- Ability to Multitask.
- Computer skills;
- Reliability.



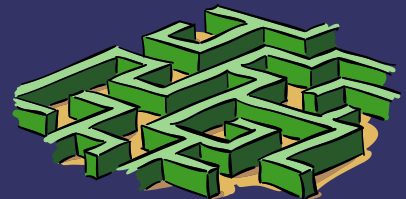
Before the interview

- Conduct a mock interview
- Prepare a list of names for references.
- Research the company.
- Spread the word through your network
- Prepare a list of questions .
- Get detailed directions to the office.
- Research salaries.
- Prepare a “closing” for the interview



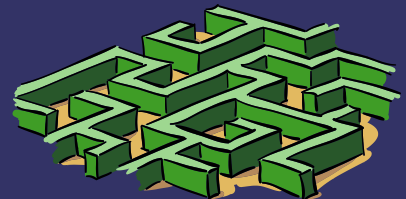
Questions to think about before hand

- Do you have a clear understanding of the job?
- What distinguishes you?
- What five qualities make you a good candidate?
- What are your strengths and weaknesses?
- Why do you want to work for the company?
- Why should the company hire you?
- What skills qualify you for the job?



Questions to think about before hand

- What education or training qualifies you for the job?
- What hobbies or outside interests make you a better candidate?
- What were your key accomplishments?
- Can you discuss each item on your CV?
- Can you list your full employment history



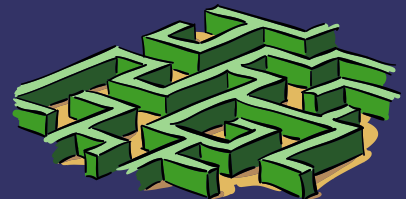
What to take to interview

- Extra copies of your CV.
- References.
- Qualifications / certificates.
- Written performance appraisals.
- Folder or small briefcase.
- Notepad and pen.



Your presentation

- Dress up for interviews.
- Dress conservatively.
- Solid navy blue or medium to dark gray.
- Wear comfortable clothing.
- Clean and press your clothing.
- Keep jewellery to a minimum.
- Practice good hygiene.
- Avoid wearing strong perfume.
- Empty your pockets of noisy/bulky items.



Body Language

- Handshake.
- Relax.
- Maintain good eye contact.
- Steer your body.
- Use your hands.
- Body barriers.
- Face touching.
- Fidgeting.



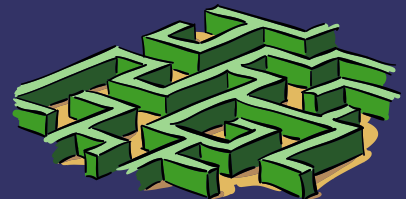
Common interview questions

- Tell me about yourself?
- Why do you want this job?
- What are your long-term aims?.
- What can you bring to this job/company?
- What are your strengths/weaknesses?
- What do you enjoy most/least?
- What's your greatest achievement so far?
- What would you like to be better at?



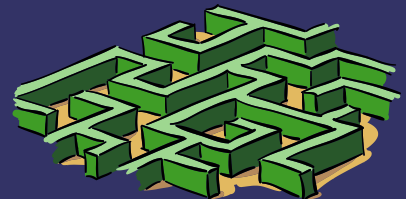
Common questions to expect

- Why should we give you this job?
- What attracted you to this company?
- What do you know about our business?
- How would you fit in with our culture?
- What do you think the most important qualities for this job are?



Questions you should ask

- Can you describe a typical day?
- What training do you offer?
- What kind of opportunities are there for growth in this company?
- I read about your new product/take-over over/new order /plans to... Can you tell me more about that?
- Can I look around the work place?



Questions you should not ask

- How much holiday do I get?
- What is your grievance procedure?
- When will I get a pay rise?
- Has your long-standing dispute over working conditions been resolved?
- Do you deserve all the bad publicity you get?



And after the interview

Send a letter thanking them for seeing you, and mention why you would be good for that position.



Safety

Do

- Tell someone where you are going.
- Arrange to be picked up or met.
- Make sure the interview takes place at the business premises, or in a public place.

Do not

- Agree to continue the interview over drinks or a meal.
- Let the interviewer ask questions of a personal nature.
- Accept a lift home after the interview.



Summary

Do

- Walk forward confidently, body straight, head up.
- Smile
- Shake hands only if offered.
- Ensure phone is switched OFF

Don't

- Walk in with hands in pockets and head down.
- Burst into the room and be over enthusiastic.
- Ignore a handshake if offered. Give a pump handle handshake or a wet lettuce handshake.



Summary

Do

- Move the chair discreetly if necessary,
- Sit straight, but in a relaxed and comfortable position.
- Keep hands in your lap and maintain good eye contact.

Don't

- Sit down until invited to do so.
- Hunch forward or lean back with legs outstretched.
- Sit on the edge of your chair, or grip the arms.
- Fold arms defensively.



Summary

Do

- Pause and think before you answer.
- Speak slowly & clearly.
- If you are not sure be honest.
- Give real life examples when answering.
- Sell your skills and qualities

Don't

- Mumble, swear, talk too quickly.
- Guess or lie.
- Give answers such as yes or no
- Draw attention to your weaknesses.
- Criticise former employers.
- Talk about personal problems



If you don't get the Job

REMEMBER: there might have been nothing wrong with you or the way you performed. It could simply be that on the day there was a stronger candidate.

One day it will be you with that job offer.

