



## **A workshop on Interview Techniques**

**On 18<sup>th</sup>December -2021**

**By**

**Mr. Shri Parthasarathy**



Department of Management Studies has conducted a guest Lecture “**Mr. Shri Parthasarathy**” spoke on the aims and objectives of the program. This session is inaugurated by Dr.SremmantBasu, HoD of Department of Management Studies.

**Need of the Interview Techniques:**

**Learning Objectives:**

**Steps to a Successful Interview:**

**Before an Interview**

- **Research:** Learn as much as you can about the position and the company beforehand – know the company’s products and services. Sources for this research are your Career Services Centre, the Library and the Internet.
- **Practice:** Practice interviews with a career counselor, friend, family member or by yourself in front of a mirror.

- Be prompt and prepared: Arrive 10 to 15 minutes early bring extra copies of your resume, your list of references, a pen and paper, and the list of questions you have for the interviewer.
- Be prepared to discuss both your strengths and your weaknesses: Make a list of your skills and key assets. Then reflect on past jobs/experiences and pick out one or two instances when you used those skills successfully. When exploring your weaknesses, be able to discuss the ways in which you addressed these weaknesses to make them a strength.

### **During an Interview**

- Introduce yourself in a courteous manner
- Have a firm handshake
- Act professionally: Dress appropriately! First impressions count!
- Keep your answers brief and concise
- Ask questions