

SUCCESS MANTRA FOR FACING INTERVIEWS

A presentation by

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WHAT IS AN INTERVIEW ?

- Interview is an interaction between two or more persons for a specific purpose.
- It is a face to face interpersonal role situation in which the ‘interviewer’ asks the person ‘being interviewed’ specific questions in order to assess his/her suitability for admission, recruitment or promotion.
- Interview “consists of dialogue between two or more persons”.

MAJOR OBJECTIVES

1. Collecting additional information about the candidate
2. Assessment of qualitative facts
3. Formation of opinion about the candidate
4. Assessment of communication skills
5. Evaluation of overall personality

IMPORTANCE OF INTERVIEW METHOD

1. Best method of getting first hand information
2. For securing information from persons at all levels
3. Method of Psychological Study
4. Verification of information

ADVANTAGES OF INTERVIEW

1. It enables to study the personality traits of the candidate.
2. Allows to study factors like attitude, feelings, emotions and reactions / responses
3. Allows first hand gathering of information

DISADVANTAGES OF INTERVIEW

1. Interviewer may be biased
2. Too much dependence on 'on the spot performance'
3. Specific knowledge may not be possible always

10 MANTRAS ABOUT INTERVIEW

10 QUALITIES THAT EMPLOYER IS LOOKING FOR

- Positive attitude
- Good communication skills
- Ability to work in a team
- Flexibility
- Clarity of thought
- Good organizer
- Good/ attractive personality
- Strong work ethics
- Honesty / integrity
- Motivation level/initiative

10 COMMON QUESTION AREAS

- About your name
- All places linked with you
- About the organization
- About the post applied
- All the subjects studied
- About your area / state
- About your hobbies
- Latest current affairs
- About your interest in Banking
- Latest policy changes

10 GENERAL AWARENESS POINTS

- Recent economic developments
- Economy
- Budget
- Government Schemes
- International Events
- Sports
- States of India
- Recent Awards
- Banking Terminology
- International Persons

10 STEPS TO SUCCESS

- Dress appropriately
- Maintain proper body language
- Proper entry and sitting posture
- Proper attitude during interview
- Promptness in replies
- Leading the interviewer to the topics of your interest
- Time factor: - neither too short nor too long(20 seconds to 2 minutes)
- What to say when you do not know the answer
- How to handle controversial questions
- Leaving the room gracefully

10 PITFALLS TO BE AVOIDED

- Nervousness
- Improper dress up
- Poor communication skills
- Dull interview session
- Lack of knowledge
- Lack of enthusiasm
- Inability to work in a team
- Dishonesty and bluff
- Aggressive Temperament
- Casual approach

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