



ANJUMAN-I-ISLAM'S KALSEKAR TECHNICAL CAMPUS NEW PANVEL

Approved by : All India Council for Technical Education, Council of Architecture, Pharmacy Council of India New Delhi,
Recognised by : Directorate of Technical Education, Govt. of Maharashtra, Affiliated to : University of Mumbai.

SCHOOL OF ENGINEERING & TECHNOLOGY
SCHOOL OF PHARMACY
SCHOOL OF ARCHITECTURE

Interview Skills
Shahbaz Haque, Asst. Professor
Department: HAS (FE)

Job Interviews Demand

- ❑ Subject Knowledge
- ❑ Self Confidence
- ❑ Speaking Skills
- ❑ Visualizing your key role



Planning of Interview

- Be well informed about yourself
- Familiarize yourself with resume
- Know the company
- Include all relevant documents in interview file
- Dress up formally
- No Mobile phone



I'm the best! / Am I the best?



Self Analysis

- Analyzing Background : Educational & Professional
- Career Goals : What you want to do in life?
- Accomplishments : Duties and Responsibilities successfully completed (Skills)
- Achievements : Academic and Professional
- Special Interests : Sports, Arts, Social, etc.
- Hobbies : Leisure activities



Introduce yourself

- Name and personal background
- Educational details
- Skills and abilities
- Achievement
- Extra-curricular activities



Analyze Your Skills

Learned Skills

- Computer Programming
- Data Processing
- Surveying
- Auto CAD
- Public Relations
- Marketing
- Consulting
- Supervising

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Intuitive Skills

- Creative
- Leadership
- Resourceful
- Broad-minded
- Adaptability
- Team Building
- Innovative
- Initiator

Job Application

- An application letter tells employer the position sought and desired qualification.
- Solicited letters: Application letters written with reference to an advertisement.
- Unsolicited letters: Application letters without any advertisement but through references or to explore possible openings.



Cover Letter Parts

Sender's Address

Dateline

Receivers Address

Subject

Opening Salutation

Body of Letter

- 1) **Introductory Para:** Reason of writing letter
- 2) **Main Para** : Educational details, competencies and work experience
- 3) **Concluding Para** : Request statement with assurance and regards

Complimentary close

Signature
Name

Service By KRRG (Central Library)



Resume

NAME
Address Line 1
Address Line 2
City with PIN
Email-ID :
Mobile No.:

Career Objective:

Educational Qualification:

Skills & Abilities:

Projects:

Seminars & Workshops:

Awards & Achievements:

Extra-curricular Activities

Declaration:

Date:
Place:



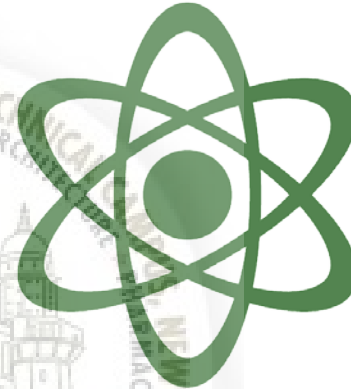
NAME

Career Objective

- Express your career goal in relation to the targeted position, educational qualification, skills and interest.
- *E.g.: I wish to obtain a challenging position in a renowned software consulting organization to use my specialized qualification and skills to suit customer needs.*

Subject Knowledge

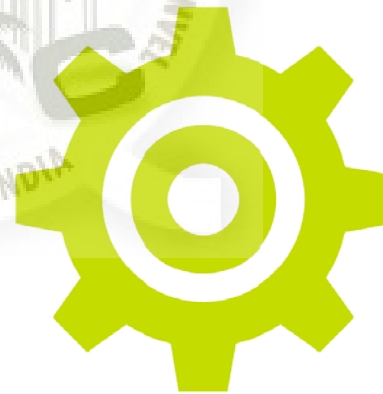
- To check the depth and scope of candidates subject knowledge.
- Revise latest subject course and its developments
- Basics must be clear



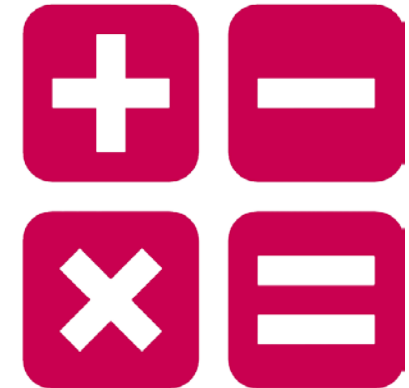
science



engineering



technology



mathematics

Company Information

- ❑ Major areas of operation
- ❑ Product & Services
- ❑ Growth & Development
- ❑ New Projects
- ❑ Work Culture
- ❑ Company Expectations



Job Analysis

- What does this job involve?
- What are the special duties?
- What are the challenges?
- What are the future prospects?
- What are the responsibilities associated?
- What are the skills and abilities needed?



Interview File

- Interview letter
- Resume
- Original degrees
- Certificates
- References & testimonials



Interview Questions

- Tell us something about yourself.
- Why should we hire you?
- Are you a leader or follower?
- What are your strengths and weaknesses?
- Why do you want to join our company?
- Where do you see yourself after five years?
- Where will you rate yourself on a scale of 10?





Strengths and Weaknesses

STRENGTH

- Strong communicative ability
- Living up to expectations
- Completes target on time
- Punctual

WEAKNESSES

- Becomes nervous when not up to self satisfaction
- Gets into things in very detail
- Being too shy
- Bit impatient

Key to Answering Questions

- ❑ Attentive: Listen properly
- ❑ Accuracy: Don't bluff
- ❑ Brevity: Be brief and to the point
- ❑ Focus: Give specific answers
- ❑ Clarity: Answers should be clear and complete
- ❑ Positive Attitude : If criticized be polite
- ❑ Logical Thinking: Answers should be rational supported by examples



Self Confidence

- Practice mock interview
- Believe yourself
- Self-respect
- Record your own video and introspect
- Read newspapers daily to stay updated
- **NO MATTER HOW YOU FEEL
GET UP... DRESS UP... SHOW UP &
NEVER GIVE UP**



Watch out for YOURSELF



