**UNIT – III**

**INTERVIEW TECHNIQUES**

**Applying for job :**

**1. Search for jobs that fit your strengths and skill set.**

 Most organizations post available jobs online. Visit employment websites like LinkedIn, Indeed, and Monster to find job listings. Type in keywords for the type of job you want to see what’s available. Additionally, checkif companies in your industry have job openings listed on their website. You might also check the classifieds in your area.

 **2. Research the company before you apply.**

Do an online search to find the company’s website, social media pages, and any news articles that are out there. Read about their company mission, current projects, and available positions.Take notes so you’ll be able to include this information in your resume and cover letter.

**3.Write a resume that highlights your education, skills, and experience.**

 After you write your resume, get someone you trust to proofread it to make sure you don’t have any errors and you didn’t leave anything out.

**4.Tailor your resume to each job description.**

 You might be tempted to (Don’t)use the same resume for each job application, but you’re more likely to get an interview if you adjust your resume for each individual job. Review the job description and incorporate the keywords into your resume.Focus mostly on the skills and education you have that are directly related to the job you're currently applying for.

**5.Ask 3 people to be references for you.**

 Many employers ask you to provide professional references who can speak to your job performance. Choose people who’ve worked closely with you in the past, such as a former supervisor or co-worker. Talk to the people you want to use as references to make sure they’re okay with you providing their information to the employer. Then, confirm their contact information so you can include it on your application.

**6. Write a cover letter if one is requested.**

 A cover letter is your chance to tell the employer exactly why you want the job and why they should hire you over the other candidates. Use an enthusiastic tone in your cover letter to convey your excitement for the job. Additionally, tailor your cover letter to the person who is interviewing candidates if possible so they know you pay attention to details.

**7.Update your LinkedIn profile if you have one.**

 You don’t need a LinkedIn profile to get a job, but it may help employers get more information about you. Make sure all of the information on your profile is current and accurate. Use your profile to include information about you that doesn’t fit on your resume due to limited space.

**8.Make sure your online presence is squeaky clean.**

  Employers and recruiters often scour the internet looking for you, and any negativity they see may make them eliminate you as a candidate for the job. Review the public content on all of your social media profiles. Change your privacy settings to hide anything you don’t want seen.If necessary, delete posts that are outdated and don’t represent who you are now.

**Cover Letters:**

A cover letter is a one-page document that you can submit as part of your job application (alongside your CV or Resume).

Its purpose is to introduce you and briefly summarize your professional background. On average, your [cover letter should be from 250 to 400 words long](https://novoresume.com/career-blog/how-long-should-a-cover-letter-be).

A good cover letter can spark the HR manager’s interest and get them to read your resume.

Keep in mind, though, that a cover letter is a supplement to your resume, not a replacement. Meaning, you don’t just repeat whatever is mentioned in your resume.

If you’re writing a cover letter for the first time, writing all this might seem pretty tough. After all, you’re probably not a professional writer.

The thing is, though, you don’t need to be creative, or even any good at writing. All you have to do is follow a tried-and-tested format:

Header - Input contact information

Greeting the hiring manager

Opening paragraph - Grab the reader’s attention with 2-3 of your top achievements

Second paragraph - Explain why you’re the perfect candidate for the job

Third paragraph - Explain why you’re a good match for the company

Formal closing

**Resume writing**

A resume is a formal document that provides an overview of your professional qualifications, including your relevant work experience, skills, education, and notable accomplishments. Usually paired with a cover letter, a resume helps you demonstrate your abilities and convince employers you're qualified and hireable.

**The Purpose of a Resume**

Many job seekers assume that the purpose of a resume is to provide a full overview of their professional history.

Instead, the goal of your resume is to convince employers you’re worth interviewing. To that end, your resume is a valuable tool you can use to highlight your experience to prospective employers.

If your resume provides a concise summary of your relevant qualifications and skills in a format that makes your ability to handle the work as clear as possible, you will get more interviews.

Types of Resumes

A common misconception is that there’s only one way to write a resume. There’s actually a variety of [resume formats](https://resumegenius.com/blog/resume-help/resume-formats), and each one has its own strengths and weaknesses.

Depending on your specific skill set or work history, one format might be better suited to highlight your qualifications than another.

There are four main [types of resumes](https://resumegenius.com/blog/resume-help/types-of-resumes):

* Chronological resumes
* Functional resumes
* Targeted resumes
* Combination resumes

**Chronological Resumes**

A [chronological resume](https://resumegenius.com/blog/resume-help/chronological-resume) opens with an introduction, and then provides an overview of your professional history in reverse-chronological order (meaning your most recently held position is listed at the top).

**Functional Resumes**

A [functional resume](https://resumegenius.com/blog/resume-help/functional-resume) is formatted to focus on your skills and abilities, rather than your chronological work history. It’s preferred by professionals who want to draw attention away from their traditional work experience, such as those who are changing careers or have significant gaps in their work history.

**Targeted Resumes**

To write a strong targeted resume, scan through the job listing for the position you want to fill. Typically, hiring managers include the skills, responsibilities, and traits that they want candidates to possess in the job description. Then, highlight these qualities on your resume to demonstrate that you’re an ideal fit for the position (if you have them).

**Combination Resumes**

A combination resume is a format that (true to its name) combines the best aspects of a functional resume and a chronological resume.

While a chronological resume focuses heavily on experience and a functional resume emphasizes skills, a combination resume typically leverages both work history and skills equally to demonstrate your qualifications.

Combination resumes are ideal for candidates who have extensive experience or a highly developed set of skills that they want to showcase.

**Effective Profiling**

A professional profile is an introductory section on your resume that highlights your relevant qualifications and skills. Including a professional profile can have some advantages. First, your resume profile concisely features your skills and professional experience in a way that gets employers' attention. Employers typically scan resumes and do not spend much time reading each one through. Because of this, your professional profile can be an effective way to quickly show your employer how you will be an asset to the position you're applying for.

**1. Keep your profile short and concise**

Your professional profile should be no more than four brief sentences. You may write your profile as a list in bullet form or as a short paragraph. Include your job title and years of work or training experience. Highlight your professional strengths for the role.

**2. Include the skills that are relevant to the job you are applying for**

Include only your professional skills and experience that are relevant to the job you're targeting. This is especially helpful if your skills and work history differ from your current career goals because it enables you to showcase the related expertise that hiring managers are looking for.

**3. Include any achievements relevant to the job industry**

If you have exceptional accomplishments—such as markedly improving sales results in your last position—include those in your professional profile. Quantifiable achievements show employers how you can contribute to the development of their company if they hire you for the role.

**4. Place your profile where it's highly visible**

Consider showcasing your professional profile at the top of your resume, above your work and education history. Hiring managers and recruiters typically scan the top parts of resumes first.

**Interviews:**

An interview is a procedure designed to obtain information from a person through oral responses to oral inquiries. An interview is a face-to-face conversation between the interviewer and the interviewee, where the interviewer seeks replies from the interviewee forchoosing a potential [human resource](https://www.iedunote.com/human-resource-planning).

## **Types of Interview**

There are several types

1. Unstructured (Nondirective) Interview.
2. Structured (Directive) Interview.
3. Situational Interview.
4. Behavioural Interview.
5. Job-related Interview.
6. Stress Interview.
7. Panel Interview (Board Interview).
8. One-On-One Interview.
9. Mass Interview (Group Interview),
10. Phone Interview

### Unstructured (Nondirective) Interview

An unstructured interview is an interview where probing, open-ended questions are asked. It involves a procedure where different questions may be asked to different applicants.

### Structured (Directive) Interview

In structured interviews, the interviewer lists the questions and acceptable responses in advance and may even rate and score possible answers for appropriateness.

An interview consisting of a series of job-related questions asked consistently of each applicant for a particular job is known as a structured interview.

A structured interview typically contains four types of questions.

* **Situational questions:** Pose a hypothetical job situation to determine what the applicant would do in that situation.
* **Job knowledge questions:** Probe the applicant’s job-related knowledge.
* **Job-sample simulation questions:** Involve situations where an applicant may be required to perform a sample task from the job.
* **Worker requirements questions:** Seek to determine the applicant’s willingness to conform to the job requirements.

### Situational Interview

In a situational interview, you ask the candidate what his or her behaviour would be in a given situation. Candidates are interviewed about what actions they would take in various job-related situations. Situational interviews ask interviewees to describe how they would react to a hypothetical situation today or tomorrow.

### Behavioural Interview

This structured interview uses questions designed to probe the candidate’s past behaviour in specific situations. This technique involves asking all interviewees standardized questions about how they handled past situations similar to situations they may encounter on the job.

The interviewer may also ask discretionary probing questions for details of the situation, the interviewee’s behaviour, and the outcome. The interviewee’s responses are then scored with behaviourally anchored rating scales.

### Job-related Interview

In a job-related interview, the interviewer asks applicants questions about relevant past experiences.

It is a series of job-related questions that focus on relevant past job-related behaviours. The questions here don’t revolve around hypothetical or actual situations or scenarios.

Instead, the interviewer asks job-related questions such as, “Which courses did you like best in business school?”

### Stress Interview

In a stress interview, the interviewer seeks to make the applicant uncomfortable with occasionally rude questions. The aim is supposedly to spot sensitive applicants and those with low or high stress tolerance.

Stress interviews may help unearth hypersensitive applicants who might overreact to mild criticism with anger and abuse. It intentionally creates anxiety to determine how an applicant will react to stress on the job.

### Panel Interview (Board Interview)

A panel interview, also known as a board interview, is an interview conducted by a team of interviewers, who interview each candidate and then combine their ratings into a final score.

Each panel member then rates each interviewee on such dimensions as work history, motivation, creative thinking, and presentation.

### One-On-One Interview

In a one-on-one interview, one interviewer meets one candidate. In a typical employment interview, the applicant meets one-on-one with an interviewer. As the interview may be a highly emotional occasion for the applicant, meeting alone with the interviewer is often less threatening.

### Mass Interview (Group Interview)

The mass/group interview is a relatively new technique in the west and almost unknown. It is a procedure for the discovery of leadership.

Several job applicants are placed in a leaderless discussion, and interviewers sit in the background to observe and evaluate the performance of the candidates.

### Phone Interview

Employers do some interviews entirely by these can actually be more accurate than face-to-face interviews for judging an applicant’s conscientiousness, intelligence, and interpersonal skills.

**Group Discussion**

**Group Discussion** or **GD** is a type of discussion that involves people sharing ideas or activities.People in the group discussion are connected with one basic idea. Based on that idea, everyone in the group represents his/her perspective.



**GD is a discussion that tests the candidate's skills, such as leadership skills, communication skills, social skills and behaviour, politeness, teamwork, listening ability, General awareness, confidence, problem-solving skills, etc.**

There are two types of Group Discussion

* Topic-Based Group Discussion
* Case Study Based Group Discussion

**Topic-Based Group Discussion**

* Controversial Topics
* Knowledge-Based topics
* Abstract Topics
* Conceptual topics

**Controversial Topics**

The discussion on controversial topics becomes a debate. Such topics are given to judge the participants' temper and how they can handle the discussion without losing their calm. It shows that how a candidate can represent his/her views without arguing with other participants.

The example of the controversial topics can be Reservation System, Religion equality, etc.

**Knowledge-Based topics**

The participants should have a proper understanding of the topic before proceeding for a discussion. The information should be enoughto convince the panelists. The essential thing is to be confident. Do not initiate the discussion if you are not aware of the topic.

The examples of Knowledge-Based topics can be 'CAT vs. GATE' and 'Government jobs vs. Private jobs'.

**Abstract Topics**

The abstract topics test the creativity and thinking of a candidate. It also tests the communication skills.

The example of Abstracts topics can be 'A walk to remember'.

**Conceptual topics**

The conceptual topics are widely used today by companies. It tests the knowledge, logical, and aptitude skills of a candidate. The topic for the discussion is randomly selected, giving panelists a space to judge the participants' creative thinking and ability to handle the situation.

**Case Study Based Group Discussion**

The Case study based Group Discussion is generally followed by the MBA Institutes, such as IIM, etc. In such a discussion, a problem is given, and the participants are asked to resolve them. The preparation time is also higher as compared to other discussions. The panelists test the teamwork and decision-making skills of the participants.

The participants need to active and updated with the things around them. It also tests the observation capability of the participants.

The example of Case study based topics can be 'Discussion between boss and manager'.

**Tips for Interview**

1. Know About Company and Job Role

2. Keep Documents at One Place

3. Prepare Well For Basic Interview Questions

**4. Mock Interview**

5. Dress Impressively and Be On Time

6. Show Smart Communication Skills

7. Be Focused and Maintain Positive Body Language

8. Ask Relevant Questions

9. Think Positively

10. Follow Up After Completion

**Preparing for Interview**

**1.Review the job description**

Read the job description thoroughly, understand how the employer has described the position and the type of candidate they are looking for.

**2 .Consider your eligibility for the job**

Think about your qualifications and experience. Ask yourself why you should apply for that job and why the employer should hire you.

**3.Learn more about the company**

Get in-depth information about the company through its website, social media pages, employee reviews and other online sources. Find out about its mission, management, work culture, the types of products it offers and the types of clients it serves.

**4. Prepare a list of expected interview questions**

* Tell me about yourself.
* Why are looking for a job change?
* Why do you want this job?
* What are your strengths and weaknesses?
* What motivates you?
* Where do you see yourself in five years?

**5. Practice mock interviews**

No matter how well you prepare, it is natural to feel anxious and overwhelmed at the time of the interview. Mock interviews can be a great help in this regard. They can create a real interview-like environment and help boost your confidence. Ask your friends or family to conduct a mock interview for you.

**6.Organise your documents**

You may have applied using a digital copy of your CV, but it always helps to keep hard copies of all your documents with you, just in case the interviewer needs them for easy access. Take a printout of your resume and cover letter. Put all the important documents including your mark sheets, certificates, ID proofs and photographs in a folder.

**7.Update your social media profile**

If you are on LinkedIn, Facebook, Twitter or any other social media platform, make sure you have an updated profile. Employers often check your social media presence to get an idea about your personality and background.

**8. Make travel arrangements**

Familiarise yourself with the location map that the company has sent you. You can also check directions to the venue using Google Maps. Based on the distance and the time it would take to commute, plan your timing and decide on the mode of transport.

**9. Decide your interview Outfit**

Choose a formal dress that you would be wearing for the interview. Make sure the clothes are clean and wrinkle-free. If you plan to spray deodorant or perfume, make sure it is mild. Overall, plan for a neat and clean look with well- haircut and shaved or trimmed beard.