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COMMUNICATION SKILLS

UNIT 4

TOPIC :

- **Interview Skills** : Purpose of an interview, Do's and Dont's of an interview



Interview Skills

Purpose of an Interview

- An interview is a structured conversation where one person (interviewer) asks questions, and the other (interviewee) responds. It is used primarily in job selection, admissions, journalism, research, and more.
- Interview skills are essential for success in academic admissions, job selection, and professional growth. Understanding the purpose of the interview helps you prepare mentally and strategically. Following the right do's and avoiding the don'ts helps create a confident and positive impression that increases your chances of selection.

Main Purpose in a Job Context

To **assess** whether a candidate is the right fit for a job based on:

- Knowledge
- Skills and qualifications
- Personality and communication
- Attitude and confidence
- Suitability to company culture

Objectives of an Interview

1. For the Employer (Interviewer):

- To assess the candidate's competency for the role.
- To understand the experience, behavior, and mindset of the candidate.
- To evaluate communication skills, confidence, and presentation.

- To determine if the candidate aligns with the company's goals and values.

2. For the Candidate (Interviewee):

- To showcase skills, achievements, and potential.
- To gain information about the job role and organization.
- To negotiate salary or work terms (in final rounds).
- To decide whether the company is a good career fit.

Do's of an Interview

1. Research the Company

- Before the interview, learn about the company's history, products, services, culture, recent news, and the specific role you're applying for.
- This shows genuine interest and preparedness.

2. Dress Professionally

- Your appearance gives a first impression. Wear clean, neat, and formal attire.
- Dressing appropriately shows seriousness and respect for the occasion.

3. Be Punctual

- Arrive at least 10–15 minutes before the scheduled time. Being late indicates poor time management.
- Punctuality reflects discipline and reliability.

4. Carry Necessary Documents

- Bring extra copies of your resume, certificates, identity proof, passport-size photographs, and any work portfolio if required.
- Keep them well-organized in a folder.

5. Greet Politely and Be Courteous

- Start with a smile and a firm handshake (if appropriate).

- Maintain eye contact and address interviewers respectfully using titles like “Sir,” “Ma’am,” or by their names.

6. Listen Carefully and Answer Clearly

- Pay attention to each question. Don’t interrupt.
- Answer confidently, clearly, and honestly. If you don’t understand a question, politely ask for clarification.

7. Be Honest and Positive

- Do not lie about your qualifications or experience. If you don’t know something, admit it honestly.
- Maintain a positive attitude even when discussing weaknesses or past failures.

8. Ask Meaningful Questions

- Ask about the role, team, company growth, or expectations.
- Avoid asking about salary or leaves in the initial rounds unless brought up by the interviewer.

9. Use Positive Body Language

- Sit straight, make appropriate gestures, nod when listening, and smile naturally.
- Avoid slouching, crossing arms, or fidgeting.

10. Follow Up After the Interview

- Send a polite thank-you email, expressing gratitude for the opportunity.
- Reiterate your interest in the position.

Don'ts of an Interview – Detailed Description

1. Don't Be Late

- ▲ Arriving late gives a poor impression and may even lead to disqualification.
- ▲ If unavoidable, inform the interviewer as early as possible.

2. Don't Come Unprepared

- ▲ Avoid walking into the interview without knowing about the job or the company.
- ▲ Being unprepared shows lack of interest and seriousness.

3. Don't Speak Negatively

- ▲ Never criticize previous employers, teachers, or coworkers.
- ▲ It reflects a bad attitude and lack of professionalism.

4. Don't Interrupt the Interviewer

- ▲ Let the interviewer finish before responding.
- ▲ Interrupting shows impatience and poor listening skills.

5. Don't Exaggerate or Lie

- ▲ Avoid giving false information about your skills, achievements, or qualifications.
- ▲ Lies can be easily caught and may affect future opportunities.

6. Don't Be Overconfident or Arrogant

- ▲ Be confident, but not boastful.
- ▲ Overconfidence can come off as arrogance and create a negative impression.

7. Don't Use Slang or Casual Language

- ▲ Always maintain formal language during interviews.
- ▲ Avoid phrases like “yeah,” “cool,” or “whatever.”

8. *Don't Ask About Salary First*

- ▲ Talking about salary or benefits in the early stage shows you're only interested in money.
- ▲ Wait until the employer brings it up.

9. *Don't Display Nervous Habits*

- ▲ Avoid tapping your feet, playing with your pen, or biting nails.
- ▲ Such habits show nervousness and distract the interviewer.

10. *Don't Leave Without Expressing Thanks*

- ▲ At the end, thank the interviewer for their time and opportunity.
- ▲ It shows good manners and leaves a lasting impression.

