

Preparation for Interview

Dr. Ajay Gupta , Durg , INDIA

First Edition

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Preparation for Interview (P I)

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As every author wish, how you feel after reading this book, please let me know and give any other suggestions to change it or make it better .I am not great but I love to do some things great for the world. Please tell about this book to your colleagues. This E-book is not for profit making but spreading the knowledge amongst you .I have download few pictures from internet and I am thankful for the same Care has been taken to confirm the accuracy of the information. However the author, editor and publisher are not responsible for errors or omissions and make no warranty, expressed or implied with respect to the currency , completeness, or accuracy of the content of the information. Once again I am thankful to all who are directly or indirectly related with the publishing of this E-Book.

Dr. Ajay Gupta.

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**Dedicated to
LORD KRISHNA**

OM NAMO BHAGWATE VASUDEVAY

{ Chanting of this mantra will give you
internal power } (HINDI)



Preparation for Interview

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PREFACE

Interview is as old as civilization. In ancient time if poor person were seeking for job with landlord , they talked to each other about nature of work and salaries ,that was a kind of interview .Similar happen in our home when parent were talking with servant .As time changed interview technique are also changed.

I am hereby giving you some tips to improve your interviews.

Lastly I am thankful to God , My parents ,My family ,relatives , friends and Anandi computers and all persons who are directly or indirectly related with publishing of this E-Book.

DR.AJAY GUPTA

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Content

- Preface - 5
- What is the meaning of interview - 7
- Purpose of interview - 8
- Success in interview – 9
- Content of interview - 10
- Types of interviews - 11
- Mnemonics of interview - 13
- Preparation before the interview -14 to 19
- What to wear for interview -15 to 18
- Preparation during the Interview (P I) – 20 - 26
- DO'S and DON'TS -30 to 33
- After the Interview - 34
- Other uses of preparation for interview - 35

What is the meaning of interview

According to dictionary interview means discuss formally with somebody for purpose of an evaluation.

If you split word interview

Inter- between , among

View – the act of looking or observing / thought / idea.

That means it is exchange of views between interviewer and interviewee so it is two way communication to evaluate the interviewee by interviewer and to assess the job and organization by interviewee.

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Purpose of Interview

Coming Together is Beginning

Keeping Together is Progress

Working Together is Success

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SUCCESS IN INTERVIEW

S “U” CESS can not spell without “U” (You).

DRIVE-----\

DIRECTION => **DESTINATION**

DO-----//

*Good things come to those who wait,
Better things come to those who try.*

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Contents of Interviews

- ***Aptitude Test-*** To check your inherent ability usually by written test .
- ***Group Discussion-*** among candidates on given topic.
- ***Personal Interview-*** They are of different types

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Types of Interview

- **Individual Interviews-**

Basically it is one to one interview

- **Panel Interviews-** More than

one persons will take your interview

- **Telephone Interviews**

- **Video Conferencing**

- **The Auditions** – They will give you
some task and
ask you to perform in stage.

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Panel Interview- More than one person will take your interview



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Mnemonic of interview

(What qualities they want to see in candidates)

- I - Intelligence
- N - Nature
- T - Tactful
- E – Enthusiastic
- R - Reliable
- V - Vision
- I - Innovative
- E – Efficiency
- W - Weakness

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Preparation before the Interview-

1. Take care of health.
2. Make a file and keep all document in serial way
3. Try to find out that whether you fit for that particular job or not.
4. Research the company by website or through any person working there.
5. How is the working atmosphere.

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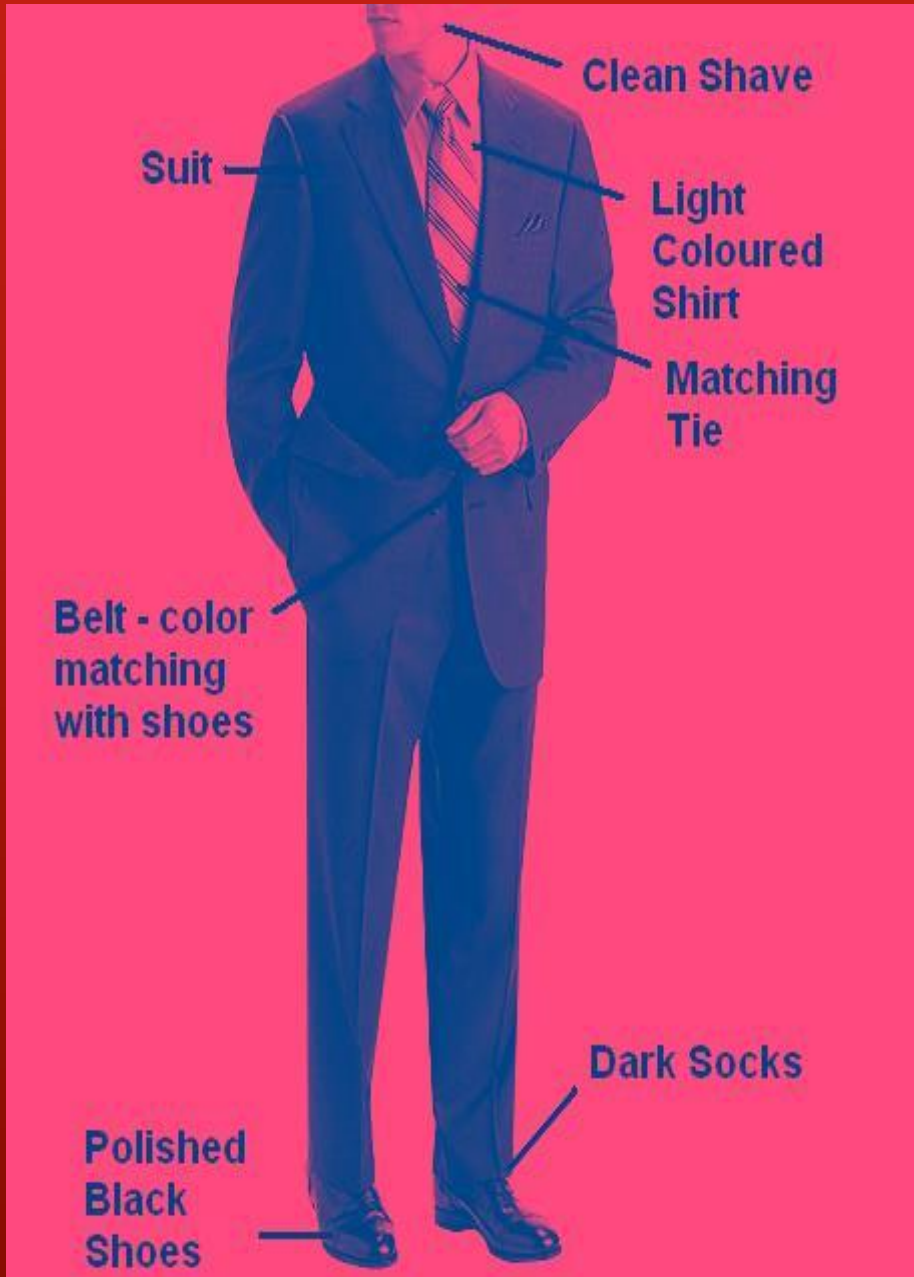
For Men

***What to wear for an
Interview***



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WELL DRESSED



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**What to wear for an interview
for women**



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Well Dressed female



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Preparation before the Interview-

6. How much salary other person are getting for same post .
7. Take care of personal grooming.
8. Male -Well dressed ,Wear tie and shoes ,Clean shave ,Nicely trim hair.
9. Female -Light color dress, No provocative gesture
Well managed hair.
10. Practice mock interview.

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During the Interview

1-Ask may I come in

2-Salutation i.e. Good morning \ Good afternoon
etc. to every members.

3-Greet the interviewer with a firm hand shake.

4-Don't sit unless they ask you and say thanks
when they ask you.

5-Have a smile on your face.

6-Don't afraid or panic .

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**Firm handshake shows
confidence**



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**Right Gesture- sit in right
(First) posture.**



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Questions usually ask in every interviews



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During the Interview

7- Listen before answering

8- Answer calmly.

9- Speak clearly.

10- Maintain Eye Contact.

11- Don't criticize past or present employers of the company.

12- Don't answer in short or incompletely e.g.

What is your qualification then your answer should be

BE in 2014 from X technical college

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Disadvantage of answering in short form

I = Interviewer . C = Candidate

- I - What is your name ?
- C - My name is M P
- I - M P ?
- C - Mangal Prasad.
- I - What is your father name ?
- C- M P
- I - M P ?
- C – Mundu Prasad
- I - Where do you live ?
- C - M P?
- I - Do you mean Madhya Pradesh ?
- C - No sir Maharashtra Pradesh.
- I - Your qualification ?
- C - M P
- I - Again M P
- C - Yes sir Matric pass
- Interviewer – You are M P ?
- Candidate – Sir what do mean M P ?
- Interviewer – You are M P (mental Patient) and get out.

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During the Interview

13 - If you don't know the answer ,say I don't know don't go by gimmicks .I remember one person who say I don't know for first three question but rest 4,5,6 question he answer nicely and later he selected for job.

14 - Interviewer observe that candidate should have fallowing qualities like,

- a- Suitable for job or not
- b- Smart,
- c- Dedicated
- d- Sincere and
- e- Long lasting.

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Questions may be asked to interviewee

- Tell me about yourself ?
- Why we will appoint you ?
- What are your strengths ?
- What are your weaknesses ?
- Why do you want to join this job ?

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Question you can ask to interviewer

- How much salary you offer ?
- What type of work I have to do ?
- What will be my responsibilities ?
- Why previously employed left the job ? (If any)
- Can I meet the boss who is offering this job to me ?

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Don't ask the following questions

- What is past performance of your company ?
- What is present performance ?
- What is your promotion policy ?
- What does your company doing ?

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DO'S

&

DON'TS



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DO'S

1-Research about company.

2-Make a file for documents.

3-Be punctual .

4-Well Dressed.

5-Take care of Non-Verbal Communication, like posture, gesture and hand-shake.

6-Answer Precisely.

7- Switched off your mobile.

8- Assure them that you will do your best.

31 9-Thanks to all.

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DON'TS



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DON'TS

- 1-Don't ask about company with interviewer.
- 2-Don't disturbing other candidate.
- 3-No provocative behavior and dressing.
- 4-No indecent behavior.
- 5-Don't go by gimmicks.
- 6-No over smartness.
- 7-Don't get angry if interviewer try to irritate you.
- 8-Don't say that I don't like your company or I will get better job.

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AFTER THE INTERVIEW

- Thanks verbally to all interviewer .
- Say if I will selected , I will do my best.
- Collect your document.
- Take two steps back and then only turn around.
- Thanks via E-mail / sms if you get it.
- Don't disappointed if you are not selected , this may be practice for your next interview.
- Don't show excitement if you are selected.
- Thanks to almighty ,Teacher . Colleagues and parents .

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Other uses of preparation for Interview

- 1 - Meeting with celebrity
- 2 - Meeting with person in high constitutional post
(Few more thing to remember are take prior appointment and have a call or appointment latter)
- 3 - Formal meeting for matrimonial purpose .

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Lastly

BEST OF LUCK

