

Interview skills



This paper aims at familiarizing the graduates to acquire soft skills, Interview formalities and Language skills for their employability. Our students have different cultural and language backgrounds. They need to have a common platform to make them competent enough to face the challenges in the present world. English is the language which removes the cultural and language differences among them.

According to the recent findings, the present students who are searching for Jobs, and who possess the soft, interview and Language skills have much better chances of getting Job opportunities. Let us go through what these skills are. SOFT SKILLS: - The most typical characteristic trait of 'MAN' is 'BEHAVIOR'. It is very difficult to assess one's 'behavior' on a single scale. But however we can brush up certain soft ways in which we get on with other 'behaviors'. There are many soft skills to be realized. Here are some of them.

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Self-confidence:- 'Face is the index of mind'. The expressions of face such as eye contact, attention, listening instead of hearing and the body language show our confidence level to the interviewers. We should be confident that we do well with the interviews. The subject knowledge comes next. 2.

Positive attitude: - In every answer, every looks, every moment (as long as we stay before the interviewers) we must be positive. We should show constructivism in our speech. 3. Effective communication: - The organs of face communicate one or the other feelings of our mind.

The eyes, the lips, the ears communicate our inner feelings. These are non-verbal communications. The way we communicate leads to " Great beginning

or quick ending" 4. Entrepreneurship skill: - It is an ability to identify suitable Job opportunities for us. 5. Time management: - Reaching the interview place in advance is always preferred. However we have advanced the transport facilities, it's better to reach the office early and to spend some peaceful moments there. It's advisable not to move here and there in the corridors. It shows our unrest.

Sometimes the office people or 'c' cameras observe our movements. It affects our interview. 6. Etiquette's: - Man has to be polite when he comes across with others. This is required at interviews also. Some etiquette's are: * Enter the room with 'SMILE' on face * Not looking/moving head in all directions while answering * Not moving hands and legs while answering * Switch off the cell phones before entering * Wait till the question is completed. Don't start before questioning * Apply in time. Don't wait till last moment * Furnish exact details.

No exaggerations 7. Life-long Learning:- We often depend on the duration of the courses and as soon as they are completed, we hope that our work is completed. The preparation for Jobs should not be stopped with the courses. We should learn everyday (till retirement). I newer are two Kolas AT Interviews: Rotational Interviews Ana Behavioral interviews. Traditional interviews deal with how you manage your Job and your future handling of situations while Behavioral interviews deal with your past, real experiences which you already handled.

Every learner of a language must know the techniques of language skills. They are Listening, Speaking, Reading and Writing. Listening and Speaking

are useful for Oral Tests(Interviews) while Reading and Writing are useful for written Test preparations. Are you reading habits right? : Q: How do you read a question? Silently or aloud Q: Do you read the question fully and making out the gist? Q: What do you do when you don't understand a question? Do you read again and again? Do you skip? Are your writing skills good? :-

Q: When you submit resume, what information do you furnish? * Resume should not be more than two pages * Furnish experience details. Furnish exact qualifications. * Neither exaggerations nor superfluous use of words. However these tips are, but the spontaneous responses of thundershowers are considered most of the times. It's our positive aspect to see the positive future forgetting the negative feelings for employability.