

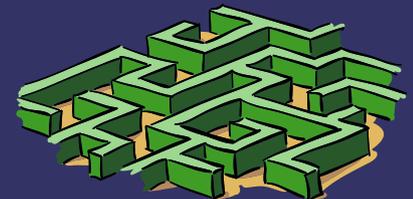
# ARTS AND COMMERCE COLLEGE, ASHTA

**A Presentation on**

## **COMMUNICATION SKILLS**

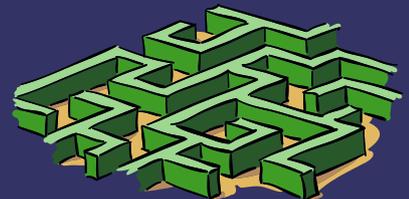
**A Presentation by**

**Prof. Rajendra Ashok Pradhan**



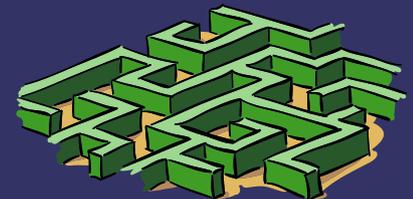
# *Interview Skills*

*Giving you the best chance.*



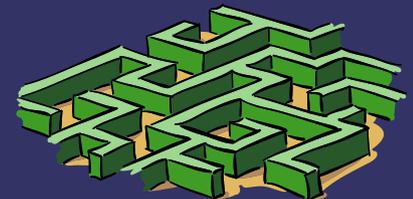
# *Objectives*

- First impression counts
- What employers are looking for
- Before an interview
- Questions to think about
- What to take
- Presentation
- Common interview questions
- Interview safety



# ***Beware!***

***It is recognised that people who interview you, for whatever reason, will make up their minds about you in the first 2 minutes of the interview.***

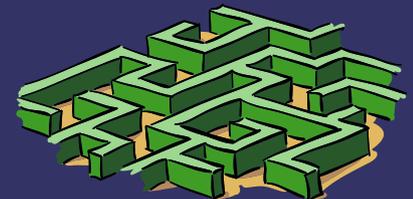


# *Remember*

55% of the impression we make is what they can see

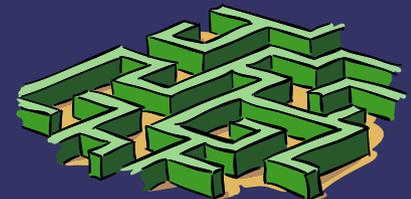
38% of the impression we make is what they hear

7% of the impression we make is by what we say



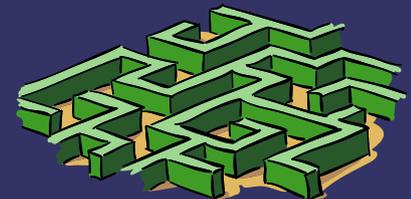
# *What employers are looking for*

- Enthusiasm.
- Ability to speak clearly.
  - Teamwork skills.
  - Leadership skills.
- Work related experience.
- Community involvement.
  - Company knowledge.
  - Flexibility.
- Ambition and Motivation.
  - People skills.
- Professional appearance.
  - Ability to Multitask.
  - Computer skills;
  - Reliability.



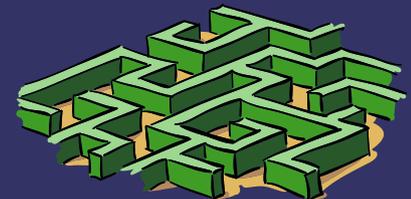
# *Before the interview*

- Conduct a mock interview
- Prepare a list of names for references.
- Research the company.
- Spread the word through your network
- Prepare a list of questions .
- Get detailed directions to the office.
- Research salaries.
- Prepare a “closing” for the interview



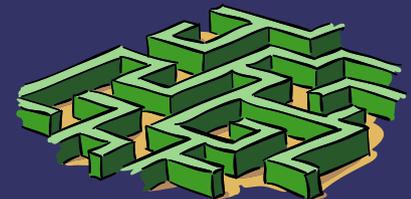
# *Questions to think about before hand*

- Do you have a clear understanding of the job?
- What distinguishes you?
- What five qualities make you a good candidate?
- What are your strengths and weaknesses?
- Why do you want to work for the company?
- Why should the company hire you?
- What skills qualify you for the job?



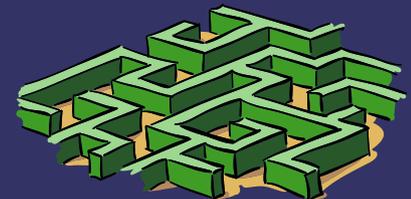
# *Questions to think about before hand*

- What education or training qualifies you for the job?
- What hobbies or outside interests make you a better candidate?
- What were your key accomplishments?
- Can you discuss each item on your CV?
- Can you list your full employment history



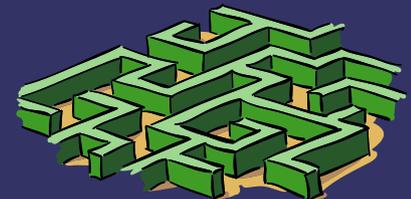
# *What to take to interview*

- Extra copies of your CV.
- References.
- Qualifications / certificates.
- Written performance appraisals.
- Folder or small briefcase.
- Notepad and pen.



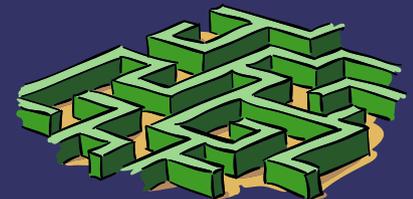
# *Your presentation*

- Dress up for interviews.
- Dress conservatively.
- Solid navy blue or medium to dark gray.
- Wear comfortable clothing.
- Clean and press your clothing.
- Keep jewellery to a minimum.
- Practice good hygiene.
- Avoid wearing strong perfume.
- Empty your pockets of noisy/bulky items.



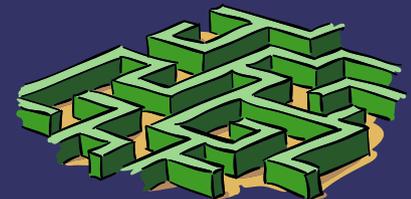
# *Body Language*

- Handshake.
- Relax.
- Maintain good eye contact.
- Steer your body.
- Use your hands.
- Body barriers.
- Face touching.
- Fidgeting.



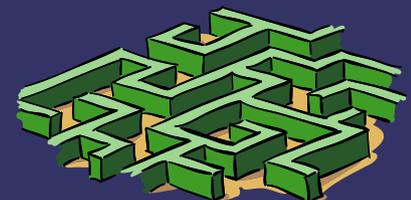
# *Common interview questions*

- Tell me about yourself?
- Why do you want this job?
- What are your long-term aims?.
- What can you bring to this job/company?
- What are your strengths/weaknesses?
- What do you enjoy most/least?
- What's your greatest achievement so far?
- What would you like to be better at?



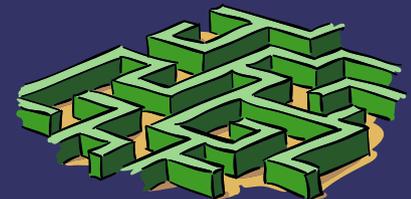
# *Common questions to expect*

- Why should we give you this job?
- What attracted you to this company?
- What do you know about our business?
- How would you fit in with our culture?
- What do you think the most important qualities for this job are?



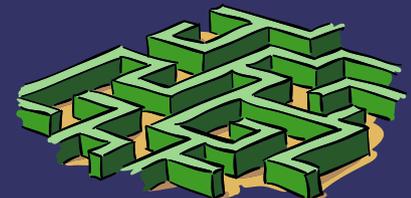
# *Questions you should ask*

- o Can you describe a typical day?
- o What training do you offer?
- o What kind of opportunities are there for growth in this company?
- o I read about your new product/take-over over/new order /plans to... Can you tell me more about that?
- o Can I look around the work place?



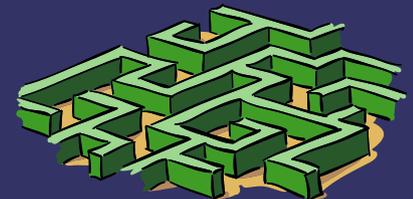
# *Questions you should not ask*

- How much holiday do I get?
- What is your grievance procedure?
- When will I get a pay rise?
- Has your long-standing dispute over working conditions been resolved?
- Do you deserve all the bad publicity you get?



# *And after the interview*

Send a letter thanking them for seeing you, and mention why you would be good for that position.



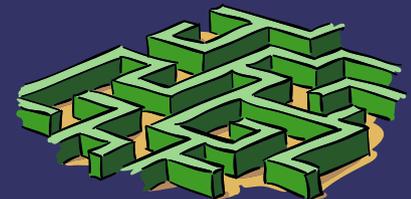
# *Safety*

## **Do**

- Tell someone where you are going.
- Arrange to be picked up or met.
- Make sure the interview takes place at the business premises, or in a public place.

## **Do not**

- Agree to continue the interview over drinks or a meal.
- Let the interviewer ask questions of a personal nature.
- Accept a lift home after the interview.



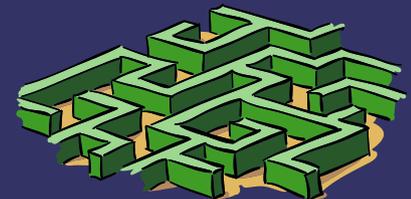
# Summary

## Do

- Walk forward confidently, body straight, head up.
- Smile
- Shake hands only if offered.
- Ensure phone is switched OFF

## Don't

- Walk in with hands in pockets and head down.
- Burst into the room and be over enthusiastic.
- Ignore a handshake if offered. Give a pump handle handshake or a wet lettuce handshake.



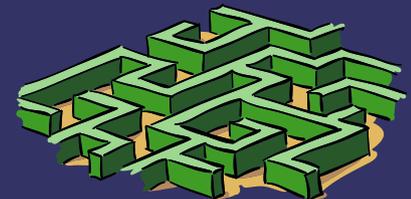
# Summary

## Do

- Move the chair discreetly if necessary.
- Sit straight, but in a relaxed and comfortable position.
- Keep hands in your lap and maintain good eye contact.

## Don't

- Sit down until invited to do so.
- Hunch forward or lean back with legs outstretched.
- Sit on the edge of your chair, or grip the arms.
- Fold arms defensively.



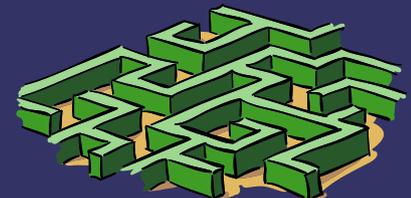
# Summary

## Do

- Pause and think before you answer.
- Speak slowly & clearly.
- If you are not sure be honest.
- Give real life examples when answering.
- Sell your skills and qualities

## Don't

- Mumble, swear, talk too quickly.
- Guess or lie.
- Give answers such as yes or no
- Draw attention to your weaknesses.
- Criticise former employers.
- Talk about personal problems



# *If you don't get the Job*

**REMEMBER:** there might have been nothing wrong with you or the way you performed. It could simply be that on the day there was a stronger candidate.

One day it will be you with that job offer.

