



SMS KMC



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Preparation for Job Interview

By: Dr. Sanjay Saxena

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APPEARING IN THE INTERVIEW

Know yourself

- Reassess your current skills, talents, abilities, strengths, weaknesses, interests, and work values.
- In addition it is clearly time to re-examine accomplishments and achievements, particularly those that may be relevant to a prospective employer.

Know the organization and job for which you are applying

- Review the job title and description and seek clarification.
 - Contact the organization for a more complete description if necessary.
 - Arrange an "Information Interview" with someone who has the job or a similar one.
 - Spend a "day on the job" observing someone actually doing the job.
 - Find out who you would work for and ask questions of him or her.
- Research the organization to become familiar with its reputation, work environment, "culture," problems, and prospects.
 - Talk to people who would know about the organization, such as job incumbents, former employees, family and friends, faculty, alumni, etc.
 - Peruse the company binders, directories, and other literature in the Career Services Library.

Other Preparations

- **Prepare questions you will ask during the interview.**
 - Examples include:
 - How does the job/department fit in the organization?
 - What type of formal or informal training is given?
 - How would I advance? What "career paths" are available?
 - How is job performance measured?
 - What is the salary? (Usually not asked during the first interview.)
- **Review the "Questions Most Often Asked by Employers in Job Interviews" and write out your answers to about ten of the most important ones.**
 - The few major types of questions to expect are:
 1. Why are you interested in/what do you know about our company?
 2. What can you offer us/why should we hire you?
 3. Define yourself.
 4. Where you see yourself after five years in this organization?
 5. What salary do you expect?
 6. Why you have join MBA?
- **Have a friend or family member (or Career Services staff member) ask you some of the above questions and give you constructive feedback on your answers.**
 - Audiotape or videotape yourself.
 - Schedule a Mock Interview with a Career Services counselor.
- **Make certain of the interview date, time, and location.**
 - Write these down on your appointment calendar along with the interviewer's name and phone number.
 - Allow plenty of time to get to the interview location.
- **Look your best for the interview, conforming to the organization's standards whenever possible (check a company manual).**
 - Be conservative in your dress when in doubt.
 - Make a "trial run" in new clothes so you'll be more comfortable.
 - Trim your hair, have shoes repaired and shined, etc.
 - Bring a pen and paper, extra resume, etc.

AT THE INTERVIEW

- Take your lead from the interviewer as far as introductions are concerned: use clear speech and a firm handshake. Do not smoke or chew gum even if invited to do so.
- Show enthusiasm for the interview and job (even if it's not your first choice!) by maintaining sufficient eye contact, varying your tone of voice appropriately, being clear and concise in your answers and questions, and by maintaining good posture.
- In answering questions, give a general answer("I believe my analytical ability is my greatest strength"); be more specific ("That is, I try to keep people informed of what's going on"); and finally, give an example or two ("When I was in IV sem of my PGDM course I did dissertation on")
- Be ready for unusual questions or approaches and don't let them throw you. If an interviewer says, "Okay, begin...," be ready to tell about your interest in the job and organization, to highlight your abilities and relevant experiences, and to ask appropriate questions. If you're given a hypothetical situation/problem and asked how you would handle it, take a moment to think about similar situations you've heard about or been in and then answer as best as you can.
- At the close of the interview, bring up any of your positive points that you may not have been able to cover earlier and ask the interviewer for feedback, both in terms of your suitability for the position and how you handled the interview. (Then use this information to improve.) If really interested, ask for the job.

AFTER THE INTERVIEW

- Write the interviewer a brief thank-you letter, expressing your interest in the position and covering any points you were unable to make in the interview. Ask for a second interview (or the job!) if you're really interested.
- Keep trying! Learn from your experience and improve next time.

WHAT EMPLOYERS LOOK FOR

Corporate recruiters will usually evaluate an applicant on the following categories. Pay as close attention to the way to answer questions as you would to the *content* of your answers!

- **Confidence:** Assertive, takes initiative, accomplishment-oriented answers, persistent in explanations, and poised in character.
- **Preparedness:** How far a candidate is prepared in terms of utilizing his managerial, leadership, and problem solving capabilities to work effectively in business organization.

- **Communication Skills:** Grammar and speech are acceptable for a business environment, thoughts were organized before answering the questions, clear expression of ideas
- **Administrative/Organizational Skills:** Able to successfully manage organization, work and activities; meets goals; establishes priorities; demonstrates leadership skills.
- **Time Management:** Able to work within a deadline, conscientious of completing tasks quickly, does not procrastinate, ability to budget time realistically and efficiently
- **Stress Management:** Shows ability to cope well while under stressful situations, able to remain composed during length of interview, remains calm when answers were challenged
- **Analytical Skills:** Answers showed good attention to detail, supports answers with logical reasoning, demonstrates ability to problem-solve, pays attention to finding a solution

Keep these points in mind as you prepare for your job interview. When practicing mock interviews, have the observer give you feedback on these points.

Tips for Success in The Job Interview Itself

In the last top ten tips I explored how to prepare for an academic interview. Now, here's how to get the best result on the day itself.

1. Arrive on time, but not too early

If you are invited to an interview for 9am say, arrive between 8.45 and 9am, no earlier. You might inconvenience the staff who are meeting you: it's just as stressful preparing to interview candidates as being interviewed yourself! So if you arrive early walk around outside to clear your head and get some fresh air.

2. Be prepared to meet other candidates

In many academic interviews the American all-day format is used, which means that you will meet and have to interact with the other candidates. Try not to let yourself be intimidated by them, conversation will naturally move towards your current position, your jobseeking history, how many interviews you have attended recently and so on, but try to play things close to your chest, while remaining calm and friendly. Be open about your area of specialism for example, but not about what makes you stand out from the crowd.

3. Speak Slowly

In both the presentation and the interview, speak more slowly than you would normally. You will probably have good public speaking skills from

extempore presentation experience and giving conference papers, but because you are unusually nervous you might speak too quickly.

4. Maintain eye contact

Again nerves can lead presenters to stare at their notes or the projector screen rather than their audience. Remember, as with a lecture, seminar or paper, make eye contact with your audience, especially when answering question. You will come across as confident and assured. But equally, don't stare at people! Be natural.

5. Admit when you don't know

In the presentation and the interview if you are faced with a question that you are unsure of, admit it. Do not try to bluff your way out of it 'politician-style' by changing the subject or answering a different question. It is much more professional to ask the speaker to rephrase the question, or to be light-hearted and admit you don't know the answer. Your interviewers will respect you more for being honest.

6. Show enthusiasm

Enthusiasm is key, make sure you smile a lot! Because of nerves, some people can appear subdued at interview, whereas in fact they are just naturally quiet. Don't let this be mistaken for lack of confidence or even being aloof. It is worth going that extra mile to show how enthusiastic you are about the job. For example, visit the company or during a break in the interviewing, show you have researched something relevant to your field.

7. Be friendly

Being friendly sounds obvious, but it is easy to forget that above all, the interviewers will be looking for a human being who will fit into their department. You will be spending a lot of time working with them and they want to know that you are down-to-earth and approachable. Academic interviews are incredibly competitive, all the candidates will be very highly qualified (if not over-qualified), so it is the personal touches that can make a real difference.

8. Finish on a positive note

Even if you feel the interview has gone badly, try to leave on a positive note. Thank the panel for their time and say that you look forward to hearing from them soon. Perhaps say that you have found the day very challenging but rewarding. Give a firm handshake and look the panel members in the eye. This will linger in their minds and will leave a better impression than slinking off with barely a word.

Interview Note Book Preparation

By

Dr. Sanjay Saxena

Example of Personal Mission

"I have dedicated my life to the development of Indian Economy as efficient leader-manager. I see my-self involved in contributing very effectively in business through my managerial and leadership aptitude and organization building capabilities. I would be relentlessly engaged in learning new dimensions in management by means of reading, training, and practical applications. I strongly believe in honesty, commitment, sincerity, and uncompromising personalized services to others".

Write Answers to following questions in your notebook

- 1- What is Management?
- 2- What is Planning?
- 3- What is Strategic Planning?
- 4- What are the organizing Activities?
- 5- What controlling?
- 6- What is Leadership?
- 7- What is marketing?
- 8- What are the core functions of marketing?
- 9- What are the stages of Marketing Process?
- 10- What is marketing segmentation?
- 11- What is Market Positioning?
- 12- How to build customers' loyalty?
- 13- What is Strategic Management?
- 14- Resources, Competencies, and Core Competencies.
- 15- What is Strategy?
- 16- What are leadership functions?
- 17- What are the core functions of Finance?
- 18- What are the core functions of human resources management?

Read and Summarize the content of following topics

1. Indo-US Nuclear Deal.
2. Reservation in higher education.
3. Foreign Universities in India.
4. Future of BPO's/ KPO's in India.



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5. PSU Disinvestment.
6. Economic Cooperation between India and China.
7. The Ethics of Sting Journalism.
8. Indian MNC's.
9. Reservations in Private Sector.
10. Poverty, Inequality, and Globalization.
11. The WTO and India.
12. India in 2025.
13. Special Economic Zone.
14. The Realty Boom in India.
15. Skilled Man Power Shortage in India.
16. Global Warming Climate Change.
17. Role of Corporate Sector in Combating Global Warming.
18. Use of Force by Banks to recover loans.
19. Reverse Brain Drain.
20. India at 60: a senior citizen.
21. Film Industry.
22. Can India sustain high growth rate?
23. Unrest in countries around India.
24. Opportunities abroad for management graduates.
25. The decline of Indian Agriculture.
26. Innovation in Banking.
27. Corporate social responsibility.
28. Retail boom in India.
29. Space tourism.
30. Infrastructure in India: What needs to be done?
31. E- Learning: a substitute for classroom learning.
32. Intellectual Property Rights.
33. Appreciation of Indian Rupee and its impact on the Indian Economy.
34. Rising Oil Prices.
35. Inorganic and Organic Growth.
36. Inflation.
37. LPG Model.
38. E- Marketing.
39. E- Business.
40. Business and Politics.
41. Business Blunders, Mistakes, and Failures.
42. Corporate Governance.
43. The Dot.Com Phenomenon.
44. China in the world economy.
45. Urban Poverty.
46. Satellite Channels.
47. Carbon Trading.

Frame the Answers for Personal Questions

- 1- Define yourself, Or Introduce Yourself, Or Tell me about yourself.
- 2- Why you have joined Business Management Course.
- 3- What value you will add to our Company? Or why should I take you? Or what differences you will make in our Company?
- 4- Where do you see yourself after five years?
- 5- What are your long range and short range objectives?
- 6- What do you really want to do in life?
- 7- How do you plan to achieve your career goals?
- 8- What are the most important rewards you expect in your career?
- 9- What motivates you to put forth your best efforts?
- 10- How do you define or evaluate success?
- 11- What qualities should a successful manager possess?
- 12- Describe the relationship that should exist between supervisor and subordinate.
- 13- What let you to choose marketing or finance?
- 14- In what kind of work environment are you most comfortable?
- 15- How do you work under pressure?
- 16- Why did you decide to seek a job with us?
- 17- What salary and benefits do you expect?

Summarize all training programs, workshops, and Seminar you are attending for personality development.

Make a habit of summarizing all the programs you are attending for personality development in your interview note book. Read all the written material of your interview note book regularly.

Following should be your strengths as a manager

- Enthusiasm and passion in learning new things.
- Patience and Pursuance.
- Confidence on my capabilities
- Assertive
- Proactive
- Compassionate
- Empathic Listener
- Have strong belief on my values (Honesty, Commitment, Sincerity, Trustful, Equity, and Justice).
- Expert in Planning and Organizing activities.
- Passion to create a vision and align people with the same.

- Ability to bring people to commitment stage, mentor them, motivate them.
- Capacity to foster teamwork through working on team basics, to bring relevant changes in the organization, and to build world-class performance oriented organizational environment.
- Ability to segment a market.
- Ability to develop effective relationship with subordinates as well as with customers.
- Ability to win customers' loyalty for the organization.
- Ability to convert resources into competencies.