



**DAYANANDA SAGAR
BUSINESS SCHOOL**

Realising the Dream

VOLUME-1
ISSUE- 2

HR IMPERATIVE

(A Quarterly Publication of Advaita -The HR Club)



DAYANANDA SAGAR BUSINESS SCHOOL (DSBS)

Post Graduate Diploma in Management (PGDM)

(AICTE Approved, Ministry of Education, Government of India, New Delhi)
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HR IMPERATIVE

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“INTERVIEW HANDBOOK”

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DIRECTOR'S MESSAGE:

Introducing the second volume issue of "HR IMPERATIVE" brings me a great deal of joy. Along with providing high-quality education, DSBS aims 360° development of students. This is a great opportunity for the students to express their critical thinking, analysis and opinions in the field of HRM and seek out best solutions.

We sincerely appreciate the efforts of PGDM students to realize their dreams and successful beginning!



Dr. B.S. Patil

Professor & Director
Dayananda Sagar Business School

MESSAGE FROM EDITOR IN CHIEF:

At DSBS, our mission is to inculcate a sense of belongingness, discipline and a true performance culture in our students by translating seemingly difficult objectives into achievable targets. The students of DSBS are always motivated and highly innovative. The contributions of the students to this magazine are extremely commendable.

I congratulate them on this journey and wish them all the very best.



M R Suji Raga Priya

Assistant Professor – Human
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Dayananda Sagar Business School

MESSAGE FROM STUDENTS:

We are very happy to be part of this HR Prospects, DSBS always focuses on providing quality education and develops each and every students in their area of interest. We are glad that we got this opportunity and express our views on Human Resource Trends.

THE PURPOSE OF AN INTERVIEW

An interview is a two-way exchange of information between a potential employer and job candidate. The principal objectives of a job interview are to assess the candidate's suitability for the job, evaluate their skills and experience, and determine if they are a good fit for the organization. Specifically, the objectives of a job interview include:

- Assessing the candidate's skills and experience:
- Evaluating the candidate's personality and work style:
- Determining if the candidate is a good fit for the organization:
- Clarifying any questions or concerns:
- Building rapport with the candidate:

The interview is bidirectional. You evaluate the employer, and the employer evaluates you. You will need to cultivate your own interviewing technique, as there is no standard approach. To make a good impression during the interview, you must be well-prepared. Preparation increases confidence and enables you to present your qualifications more effectively.

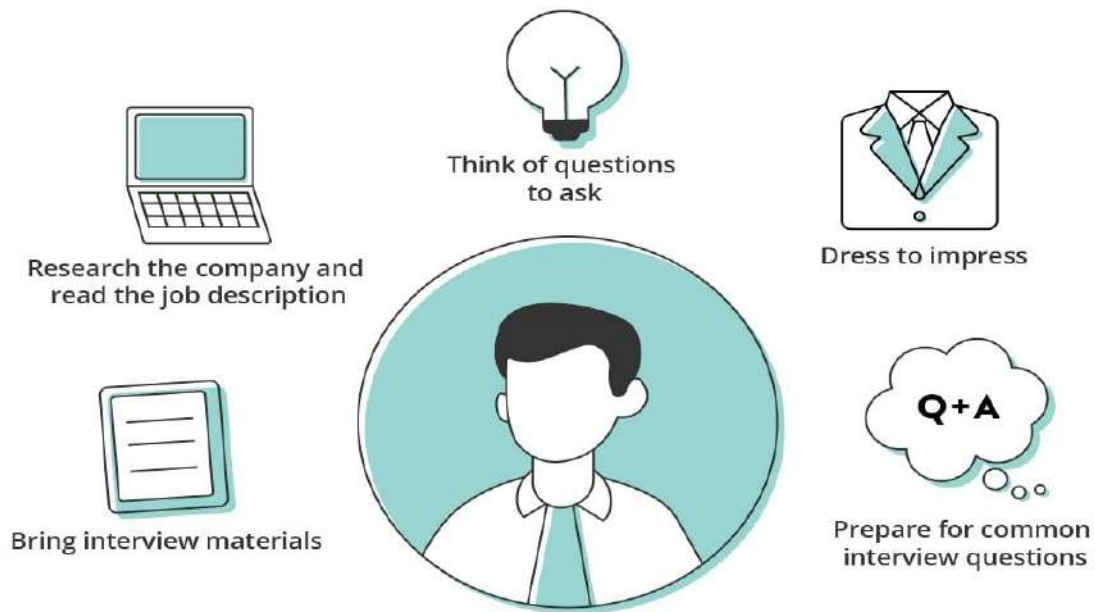
INTERVIEW CHECKLIST:

- 5–10 copies of your resume
- A portfolio/notebook
- Pen/pencil
- Questions for the interviewers
- Positive attitude
- Professionally dressed

PROFESSIONAL ATTIRE:

- Solid color, conservative suit
- Coordinated blouse/shirt
- Minimal jewelry/accessories/tie
- Moderate shoes
- Neat, professional hairstyle
- Manicured nails

Overall, the principal objectives of a job interview are to evaluate the candidate's suitability for the job and determine if they are a good fit for the organization.



“Preparation for Interview”



Ms. Anusha A M

**PGDM
(BATCH 2022-24)**

To prepare for the interview, it's important to research the company and the position you're applying for. This will help you understand the company's values, mission, and goals, as well as the specific responsibilities and qualifications required for the job.

You should also prepare for common interview questions, such as "Tell me about yourself" and "Why do you want to work for this company?" Practice your answers to these questions with a friend or family member to help build your confidence.

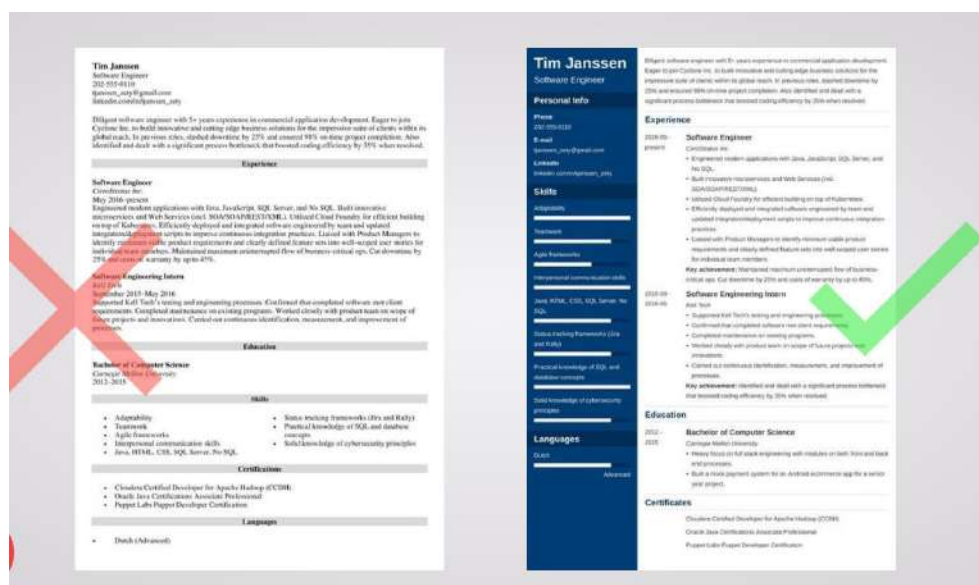
In addition, make sure to dress appropriately for the interview and arrive on time. Plan your route ahead of time and allow extra time for unexpected traffic or delays.

Remember to be yourself and showcase your skills and experience confidently. Good luck with your interview!

RESUME BUILDING

Here are some tips for building a strong resume:

1. Tailor your resume to the job: Take the time to carefully read the job description and tailor your resume to highlight your relevant skills and experience.
2. Keep it concise: Your resume should be no longer than two pages. Use bullet points to list your achievements and responsibilities, and make sure your language is clear and to the point.
3. Use a professional format: Use a clear and legible font, such as Arial or Times New Roman, and stick to a consistent format throughout your resume. Use bold and italics sparingly to draw attention to key points.
4. Highlight your achievements: Instead of simply listing your job responsibilities, highlight your achievements and accomplishments. Use numbers and data to demonstrate your impact.
5. Use keywords: Many employers use applicant tracking systems (ATS) to screen resumes, so make sure to use keywords from the job description in your resume.
6. Include relevant education and training: If you have relevant education or training, include it on your resume. This could include degrees, certifications, or relevant coursework.
7. Proofread: Make sure to proofread your resume carefully for spelling and grammar errors. It's also a good idea to have someone else review your resume to catch any mistakes you might have missed.



INTERVIEW PREPARATION

Initial impressions

- Your success or failure in an interview may be contingent on your appearance and the interviewer's initial impression of you. According to research, the average interviewer makes a hiring decision in just 512 minutes. If the initial impression is negative, it will be difficult to sway the interviewer's opinion throughout the remainder of the meeting.
- Be punctual. Allow yourself time to gather your thoughts by arriving 10 minutes early. Observe the work environment when you have the chance. Maintain your sight and senses alert.
- Appear professional by being orderly, tidy, and well-groomed. Dress appropriately for the type of organization conducting the interview. When in doubt, exercise caution. In addition, it is recommended to minimize fashion accessories, avoid donning strong fragrances, and turn off devices such as mobile phones and electronic organizers.
- Each person should be greeted with respect and professionalism. Smile and make eye contact when shaking palms. The handshake should be firm but not aggressive; attempt to mirror the interviewer's grasp. It is proper etiquette to wait for the interviewer's invitation before sitting down.

Be aware of the Business/Organization

- You must understand the position and the organization in order to demonstrate your interest in and qualifications for the job. Refer to the research notes you compiled while reviewing print and online materials, speaking with individuals about the position, and preparing your resume and cover letter.
- Common interview questions include, "What do you know about our company?" If you cannot answer this question effectively, employers will interpret this as a lack of preparation or interest.

Investigate the Employer

- Conduct extensive research on the organisation and discuss your alignment with it.

DRESSCODE OF INTERVIEW



The dress code for an interview can vary depending on the company culture and the position you are applying for. It's important to research the company culture and dress appropriately to make a good first impression.

For a professional or corporate environment, it's generally recommended to dress in business attire. This means wearing a suit or dress pants and a blazer with a dress shirt or blouse. Avoid wearing bright colors or bold patterns and stick to conservative colors such as black, navy, gray, or white. Make sure your clothes are clean, pressed, and fit well.

For a more casual or creative environment, you may be able to dress more casually. However, it's still important to look polished and put-together. Consider wearing a dress shirt or blouse with dress pants or a skirt, or a blazer with jeans. Avoid wearing anything too revealing or overly casual, such as flip flops or t-shirts.

Suggestions for further research:

- Important members of the organization
- Size of the company
- Situating facilities
- Organisational structure
- Types of customers
- Merchandise or service
- Potential customers
- Assets and stock information
- Competition
- Educational provisions
- Recent news accounts

This information is available in the following sources:

- Employer pamphlets
- Relations with the Public
- Glassdoor.com
- Internet site for the company
- Other personnel



“Answering Interview Questions”



Ms. Meghana K. R

**PGDM
(BATCH 2022-24)**

Answering interview questions is an opportunity to showcase your skills, experience, and qualifications to the interviewer. It's important to prepare in advance and practice your answers to common interview questions.

During the interview, listen carefully to the questions and take a moment to gather your thoughts before responding. Speak clearly and confidently, and provide specific examples to back up your answers. Remember to keep your responses concise and relevant to the question being asked. Avoid rambling or going off-topic. Additionally, make sure to emphasize your strengths and achievements, but also be honest about your weaknesses and areas for improvement. Interviewers appreciate candidates who are self-aware and willing to learn and grow.

ANSWERING INTERVIEW QUESTIONS

Behavior-Based Questions

Behavior-based interviews are designed to elicit information about how you have performed in the past because past behavior is a good indicator of how you will function in the future. Interviewers develop their questions around the traits and skills they consider necessary for succeeding in a position or organization.

Answering Behavior-Based Questions: W5 Model

The W5 model is a useful method for answering a behavior-based question. The answer should take approximately 90 seconds (the length of a typical attention span).

70 seconds – Identify the skill/knowledge/ability and give an example of how you applied or developed it by explaining:

What, Who, When, Where, Why, and How

What the successful outcome was

20 seconds – Re-state the skill and outline the benefits transferable to the interviewer's organization



Classic interview questions

They are commonly asked in interviews, and it's important to prepare your answers in advance. These questions can cover a range of topics such as your qualifications, work experience, strengths, weaknesses, and achievements.

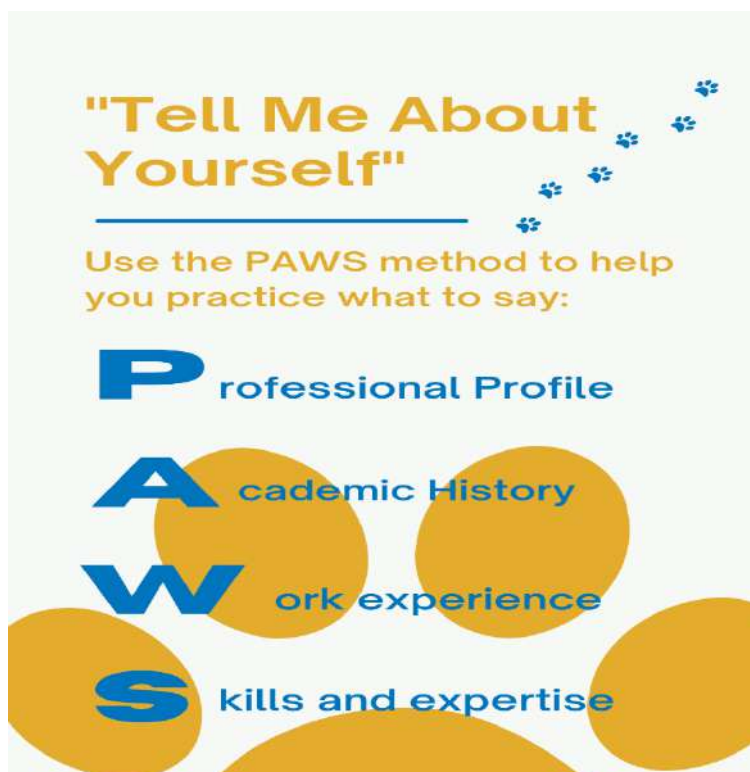
By preparing thoughtful and concise answers, you can showcase your skills and experience to the interviewer and demonstrate why you are the best fit for the job.

Remember to listen carefully to the question, take a moment to gather your thoughts, and provide specific examples to back up your answers. Be confident, honest, and emphasize your relevant skills and experience.

ANSWERING CLASSIC QUESTIONS- PAWS MODEL

The PAWS model is a useful method for answering classic questions such as "Tell me about yourself." The answer should take approximately 90 seconds (the length of a typical attention span).

The "PAWS" acronym stands for Profile, Academic, Work, and Skills. Include all or as many of the four (in any order) to reinforce your fit for the job. As with any interview response, limit your answer to a maximum of ninety seconds.



BEHAVIOR-BASED QUESTIONS

- Describe a time when you were faced with problems or stresses that tested your coping skills and how you handled it.
- Describe a time when your work was harshly criticized. How did you react to this feedback?
- Tell me about a time when a project really excited you.
- Tell me about a situation when you had absolutely no idea how to approach a problem and how you eventually solved it.
- Give me an example of a situation when your solution to a problem did not help. What was the outcome?
- Describe the steps you would take if a customer came to you with a problem that was beyond your responsibilities but your supervisor was not available.
 - How would you handle a co-worker who you notice being rude to customers?
 - Tell me about a time when you had to adapt to people from different cultures and environments.

CLASSIC QUESTIONS

In addition to asking the other types of questions, many employers rely on a series of standard questions, and you should prepare for them:

- Tell me about yourself.
- What are your short-term goals? What about in two and five years? How are you preparing to achieve them?
- What is your vision or mission statement?
- What do you think you will be looking for in the job following this position?
- Why do you feel you will be successful in this work?
- What other types of work are you looking for in addition to this role?
- What supervisory or leadership roles have you had?
- For you, what are some advantages and disadvantages of working in a team environment?
- What did you like/dislike about your last job?
- What motivates you to do a good job?
- What are your strengths/weaknesses?
- What kinds of problems do you handle best?
- How do you reduce stress and try to achieve balance in your life?

QUESTIONS YOU CAN ASK

Your queries should be relevant to the position and demonstrate your knowledge and enthusiasm. You will persuade the employer that you are sincere about the organisation and the position if you ask intelligent, well-thought-out questions that truly matter to you.

1. Avoid asking interviewee-mentioned queries.
2. What do you believe are the top priorities for an individual in this position?
3. Please detail an average workday.
4. What training programmes are accessible to your employees?
5. What level of accountability can I anticipate in this position?
6. What are the company's prospective objectives?
7. What do you perceive to be the organization's greatest threat?
8. What/where are the organization's finest opportunities?
9. How would you describe the management style, culture, and work environment of your organisation?
10. What is your favourite aspect of your organisation?
11. How do employees receive evaluation and promotions?

Sit upright without slouching. Do not place anything on your lap or in your hands if it will restrict your natural body movements or if it will persuade you to play with it. Place your clipboard, notepad, briefcase, or portfolio beside your chair for convenient access.

Respond to queries precisely and concisely, but provide enough information for the interviewer to assess your credentials. When interviewers must listen to lengthy, meandering responses, they become frustrated. Think before speaking. It is permissible to take a moment before speaking to organise your thoughts. Avoid verbal fillers such as "um," "ah," and "you know," and refrain from repeatedly reiterating the query to allow for thought.

Use commercial terminology. Avoid lingo. Speak audibly. Observe the inquisitor for hints

about the interview's progression. Does the interviewer's expression or body language indicate that your responses are too protracted, too vague, or too dull? If unsure, ask the interviewer whether additional or fewer details are required.

Prepare ahead of time to discuss any topic that causes you concern or discomfort. If there is a topic that you do not want the interviewer to inquire about, it will likely be brought up. Repeat your response aloud frequently enough to feel confident. Maintain decorum and composure. Consider a challenging situation as an opportunity for growth that has made you a stronger person.

DO YOU HAVE ANY QUESTIONS?



GET THE FULL LIST OF 40 QUESTIONS YOU CAN ASK DURING YOUR INTERVIEW

ABOUT THE JOB

What are the KPIs that this role will be evaluated on?
What are key challenges that past individuals in this role faced?

ABOUT THE COMPANY

Are there certain things that new hires take a while to get used to here?
What do employees like most about working here?

ABOUT IDEAL CANDIDATE

What would it take for someone to be really successful in this position?
Are there any skills I should work on to better fit the job?

UNCOVER CHALLENGES

What are the key challenges you expect this position to encounter in the next 6 months?

DISCUSS NEXT STEPS

Are there any other portfolio items I can provide to help you make a better hiring decision? What are the next steps in the hiring process?



“ DIFFICULT SITUATIONS ”



Ms. Uppu Ruchitha

**PGDM
(BATCH 2022-24)**

Embarrassing situations may arise during an interview, and it is your responsibility to be prepared to confidently manage them. To build confidence and prepare for an interview, conduct mock interviews. Examine the informational quality of your responses and the positive nonverbal reinforcement of your words.

By practising responses aloud, you can assess their effectiveness and hear how they sound; however, avoid practising so much that you lose your spontaneity and your responses sound rehearsed. Focusing on the positive is often the key to overcoming obstacles to employment in difficult situations. The following situations may be problematic for you:

TRICKY QUESTIONS

Embarrassing situations may arise during an interview, and it is your responsibility to be prepared to confidently manage them. To build confidence and prepare for an interview, conduct mock interviews. Examine the informational quality of your responses and the positive nonverbal reinforcement of your words.

By practicing responses aloud, you can assess their effectiveness and hear how they sound; however, avoid practicing so much that you lose your spontaneity and your responses sound rehearsed.

Focusing on the positive is often the key to overcoming obstacles to employment in difficult situations. The following situations may be problematic for you:

1. Salary
2. Silence
3. Interviewer is a profuse talker
4. Note-taking
5. Being baffled
6. Negative inquiries
7. Numerous short-term occupations or employment lapses
8. Never having worked or having no recent work experience
9. Being over-/under-qualified
10. Low grades
11. Ageism
- Disclosure of impairment
13. Reasons for departing previous employment
14. Weak or no references
15. Confidential material

SALARY

If you are applying for a short-term position (such as a co-op or summer job), you will likely only have one interview, so it is permissible to bring up salary. If the remuneration has not been addressed, inquire about it as your final inquiry.

Employers employing full-time or contract employees may inquire about salary during the initial interview to determine if your expectations are in line with what they are offering and to determine how highly you value your experience, skills, and education. Try to avoid discussing salary until you have been offered the position, but if the employer persists, be prepared to offer a realistic salary range based on your research.

Over eighty percent of employers anticipate salary negotiations. Consequently, it is prudent to conduct salary research and formulate a negotiation strategy. Consult a career counsellor at the Career Development Centre about salary negotiation techniques.

SILENCE

What do you do if there is no immediate response or follow-up query after you answer a question? Try to maintain your composure. Silence may not be a negative indicator; the interviewer may be processing and recording your response or pondering the next query. A few employers construct periods of silence

during the interview to determine how candidates respond to stressful or uncomfortable situations.

In response to awkward silence, ask the interviewers if they require additional information regarding your previous response, transferring the burden to them. Resist the temptation to meander because providing irrelevant information could harm your chances of being hired.

NOTE-TAKING

Even though the interviewer is likely to take notes, you should still take rudimentary notes. Due to your lack of eye contact and inability to demonstrate enthusiasm, the conversation will be unpleasant and disengaged if you have your head bowed and are feverishly writing.

When you need to record information that is easily forgotten, such as a key word, phone number, or contact information, it is permissible to take concise notes. If you are concerned that you will forget other pertinent information, record it promptly after the interview.

BEING STUMPED

Especially when you are unsure of how to respond to a query, you may have trouble communicating your thoughts clearly and concisely. The key is to maintain composure and optimism, concentrate on the query at hand, and constantly remind yourself that you are performing well. If

you are unsure of the interviewer's question, you may ask for clarification or ask for a moment to consider your response; however, don't take too much time because employers want to see that you can think quickly under duress.

Focus on the intent of the query rather than "what you should say." Considering the query posed, what do you believe they wish to learn about you? They may be evaluating your ability to solve problems under duress on purpose. Provide a response that demonstrates your approach to resolving a problem.

If you are unable to respond to the interviewer's query after a brief delay, you

may request to defer your response until the conclusion of the interview. The risk is that, because interviews typically adhere to a particular format, the query may be completely overlooked, leaving the interviewer with no response. Obviously, if you do not know the answer, you should be honest with the interviewer in a positive and professional manner.

When queried about a skill you lack, demonstrate that you possess the necessary transferable skills to succeed in the position. I learned Dreamweaver, a similar programme, on my own and implemented the concepts rapidly by creating a website on my own for a project that received a 90% grade.

NEGATIVE QUESTIONS

Frequently, interviewers will pose negatively worded queries to evaluate your perceived weaknesses and strengths. Listed below are some examples:

What are your professional weaknesses?

Recall a time in your work history when you made a poor decision or error. How did you get beyond it?

Give an instance in which you missed a project deadline. How did you respond to the circumstance?

Be truthful and discuss a genuine work-related shortcoming or past event that would not hinder your performance in the position for which you are applying. Avoid

the common piece of advice to transform a flaw into a strength (such as "I'm a perfectionist..."), as this type of response is unconvincing and overused. Be certain to conclude your "weakness" response on a positive note by describing the measures you are taking to surmount the weakness.

Even when answering a negatively phrased query, it is crucial to be as upbeat as possible and to keep your response brief.

MANY SHORT-TERM JOBS OR GAPS IN HISTORY OF EMPLOYMENT

Having multiple short-term jobs or gaps in your employment history can be a common experience for many individuals. It's important to know that this is not necessarily a negative thing and there are

ways to effectively address this in your job search.

- **GAPS IN EMPLOYMENT EXPLANATIONS**

I volunteered at XYZ Company to enhance my customer service skills while I was between jobs.

"During this period of unemployment, I was able to assist my family while enhancing my computer and time management skills. I completed several online self-directed courses through Lynda.com.

Employers may not place as much emphasis on dates worked as they did in the past, as it is becoming increasingly common to work for a variety of employers for shorter durations. However, if asked, be prepared to explain your frequent job changes and employment lapses in a way that the employer can comprehend.

Some of these reasons are within your control, while others are not: short-term positions, layoffs, health or personal concerns, raising a family, extensive travel, completing a degree, unemployment, or time for career planning. In producing your targeted resume, you may have also omitted certain experiences.

Although you should briefly and honestly explain the reasons for your job changes and employment pauses, you should emphasise what you did during the gaps that is relevant to the position.

- **HAVING NEVER WORKED OR NO RECENT WORK EXPERIENCE**

Describe any relevant courses, seminars, volunteer or internship experiences, and extracurricular activities to the interviewer. Indicate if you have researched and joined associations or societies in your field to remain abreast of industry trends and network with other professionals. Express your interest in the position and your desire for a long-term relationship with the company.

BEING UNDER-/OVER-QUALIFIED

The inquisitor admired something about your resume, or you wouldn't have been invited for an interview. Counter the interviewer's concern that you may not be qualified by emphasising your positive characteristics and describing how your experience, education, and skills will contribute to your success in the position. Explain to the employer how the position correlates with your career objectives and how your decision to apply for the position was thoroughly considered.

LOW GRADES

Low grades may be the result of a lack of commitment (such as abandoning classes or excessive socialising), enrollment in an unsuitable programme, or the impact of a traumatic personal incident. In any case, briefly and honestly describe what transpired and the steps you have taken to rectify the situation so that it is no longer an issue: "I am aware that my grades were

less than stellar during my third year, but I have greatly improved this term because I attended a series of study skill workshops. I now know how to effectively manage my time, and I am confident that I will perform well in this position."

DISCLOSURE OF DISABILITY

As with all job candidates, those with physical, sensory, or cognitive disabilities or chronic medical conditions are advised to choose a career based on their skills and passions.

If your disability may pose a performance barrier or if you need to request accommodations or assistive devices, it is essential to be forthright and truthful about your circumstance. If you determine that your disability poses no danger to you or your coworkers, you may choose to disclose it once a formal job offer has been extended. It is not necessary to disclose your disability in your resume or cover letter; however, you may wish to do so if the company you are applying to has a policy to hire individuals with disabilities or if you are applying to an agency that works with individuals with disabilities.

Employers may not comprehend what your disability entails and may feel awkward inquiring; as a result, they may perceive your disability as a greater barrier than it actually is. Determine how you can surmount or compensate for any perceived or actual barriers to employment, so that you can explain your situation in a more positive manner. For instance, you might

say, "Due to a spinal injury, I have no sensation in my legs. I can get around and travel easily in my wheelchair. My injury does not affect how I think, solve problems, or communicate, and it will not affect my job performance." You might also ask the employer if he or she has any additional questions.

Some regions provide assistance to aid in the employment search. In addition to providing job placement services, some programmes provide specialised instruments, sign language interpreters, readers, and note keepers to assist with job searching and interviews.

REASONS FOR LEAVING LAST JOB

An employer may inquire about your motivations for departing a job in order to determine whether issues from a previous position could have an impact on the organisation. Employers are interested in your outlook on the workplace, management, organisational change, and policies or guidelines.

Introduce your response with a positive comment about your previous employer. Clearly and concisely explain why you are departing. If you parted ways amicably, provide the interviewer with letters of recommendation that detail your pertinent accomplishments. If the circumstances surrounding your departure were negative, direct the interviewer's attention to your accomplishments and avoid speaking negatively about previous supervisors, coworkers, or the organisation. Emphasise

that you will be able to manage the current position regardless of your past experiences.

PROPRIETARY INFORMATION

If you are approached for non-public information about a former employer, you should avoid providing it. Disclosure of information about a former employer, who may or may not be a competitor, may constitute a violation of confidence.

Even though you may have previously worked for this employer, you are still obligated to keep confidential information confidential. The interviewer may be gauging whether or not you will disclose confidential information about the interviewer's company by observing whether or not you disclose company information.

If your portfolio contains performance evaluations or samples of written work, ensure that no confidential information, such as customer or client identities, is included.

HANDLING ILLEGAL QUESTIONS

What should you do if you're in the midst of an interview and a plainly unlawful query has just been asked? There is no definitive answer. Much depends on you.

You may in some instances be able to answer the "hidden" query. Consider what information the employer is attempting to obtain. For instance, the question "Do you have or plan to have children?" may indicate a concern regarding overtime or

travel. In this instance, your response should demonstrate your willingness to keep a flexible work schedule. You may choose to ask, "Why are you asking?" or "Would you explain how this relates to the qualifications for this job?" This may prompt the employer to reconsider or clarify the query. Some employers may be offended, but presumably not the majority.

If you feel that you should not answer the question (you shouldn't have to) or are not interested in working for the company, you can say, "I don't feel obligated to answer personal questions unrelated to the position" or "That question seems inappropriate for an interview."

Contact your local, state, or federal employment service office for more information about unlawful interview inquiries.

VERBAL AND NON-VERBAL COMMUNICATION

During an interview, both verbal and non-verbal communication are important to consider. Verbal communication includes what you say, how you say it, and the language you use, while non-verbal communication includes body language, facial expressions, and tone of voice.

Here are some tips for effective verbal communication during an interview:

1. Be clear and concise in your responses. Avoid rambling or going off on tangents.
2. Speak with confidence and avoid filler words such as "um" or "like."

3. Use active listening skills, such as summarizing what the interviewer has said or asking clarifying questions.
4. Show enthusiasm and passion for the position and company.
5. Avoid using negative language or criticizing previous employers or colleagues.
- 6.

When it comes to non-verbal communication, consider the following:

1. Maintain good eye contact with the interviewer.
2. Sit up straight and avoid slouching or fidgeting.
3. Use appropriate facial expressions to convey your emotions.
4. Use gestures to emphasize your points, but be mindful of excessive or distracting movements.
5. Pay attention to your tone of voice and avoid speaking too softly or too loudly.

Remember, both verbal and non-verbal communication are important to make a positive impression during an interview. Practice with a friend or family member beforehand to help improve your skills. employer to doubt your veracity.





“Types of Interview”



Ms. Daisy D
PGDM
(BATCH 2022-24)

An interview is a question-and-answer type of round where a person asks questions and the other person answers those questions. It can be a one-on-one two-way conversation or it can be multiple interviewers and multiple participants.

Importance of Interviews

Interviews make all of us nervous since these are the deciding factor in whether you will get the job or not. We will be discussing the details of an interview in this article. Interviews make an important part of the recruitment process.

Types of Interview Methods

INDIVIDUAL INTERVIEWS– FACE TO FACE

Most interviews consist of a single interviewer speaking with a single candidate over the phone, via video, or in person.

CONVERSATION WITH TWO OR MORE INDIVIDUALS

Also common is being interviewed by a panel of individuals. It is essential to maintain eye contact with the individual who is asking the question, but you should also frequently glance at the other interviewers to include them in the conversation. Try to recall each individual's name and use it during the interview.

GENERAL/GROUP INTERVIEW OR INFORMATION SESSION

This strategy is intended to provide candidates with extensive information about the organisation and the position. The format is utilised to save time and ensure that everyone comprehends the essential information. Typically, this procedure is followed by an individual interview. A well-timed and insightful inquiry could help the employer remember you favourably.

CONCURRENT GROUP INTERVIEW

In this interview format, one or more individuals interview multiple candidates simultaneously. When a position requires collaboration and the interviewers want to see how you interact in a group setting, when the company wants to see who arises as a leader within the group, or when people are being interviewed for multiple identical roles within the company, this type of interview may be used. It is essential to contribute thoughtfully and intelligently, pay attention to the contributions of others, and avoid dominating the conversation.

TELEPHONE INTERVIEW

Telephone interviews are an efficient and cost-effective method for screening and hiring candidates. If there will be multiple interviews, the initial interview may be conducted over the phone. Candidates being considered seriously may be invited to an on-site interview.

If you are not prepared for an interview when you are contacted, ask the interviewer to call

you back at a mutually convenient time. This request will enable you to review the organisation and consider the points you wish to make.

All advice regarding interview skills remains applicable. Your attire is a matter of personal preference, but you may find that dressing professionally boosts your confidence and enables you to perform better. Keep your resume, company research, points you wish to emphasise, and list of queries close at hand; in fact, keep these items in front of you during the interview for simple reference. (Don't muddle your documents!) Have a pen and paper handy to record any remarks or concerns that may arise during the interview.

Choose your words with attention and be concise. To maintain the employer's interest, it is also essential to vary your tone, cadence, and intonation. Ensure you are in a private environment to eliminate distractions and ambient commotion.

VIDEO CONFERENCING

In this form of interview, recruiters conduct interviews remotely using video technology. Use the same strategies you would in a face-to-face meeting; attire, body language, and dialogue are crucial. Depending on the sophistication of the technology, brief transmission delays may occur.

Make eye contact with the camera, which appears to the employer as direct "eye contact." Don't forget to periodically check the monitor to observe the interviewer's body language.

If speaking on camera causes you anxiety, try practising in front of a mirror or video camera prior to your interview.

METHODS OF INTERVIEWING

Structured Discussion: This strategy aims to eliminate bias and aid the employer in making an objective decision. Typically, each candidate is asked the same questions, their responses are recorded, and each response is assigned a rating.

Unorganized Interview: In this interview format, queries are based on the applicant's resume, so each applicant will be asked unique questions. The conversation can flow freely in the absence of structured guidelines, making this method of interviewing the most susceptible to bias. Even though this type of interview may appear less formal, you must still be well-prepared and know your talking points. Avoid disclosing information that you would not have shared if the interview had been more structured.

Interview Resources

There are several resources available that can help job seekers prepare for an interview.

- **Company Website:** Visiting the company website can provide valuable information about the company's history, mission, and values. It can also help the candidate understand the job responsibilities and requirements.
- **Glassdoor:** Glassdoor provides company reviews, interview questions, and salary information from current and former employees. This can help the candidate get a better understanding of the company culture and what to expect during the interview process.
- **LinkedIn:** LinkedIn is a professional networking platform that can help job seekers research the interviewer's background and experience. It can also help the candidate get a better understanding of the company's organizational structure.
- **Career Services:** Many universities and colleges offer career services that can provide guidance on interviewing techniques, resume building, and job search strategies.
- **Professional Associations:** Professional associations in the candidate's field can provide valuable resources and networking opportunities. These associations may also offer interview preparation workshops or webinars.
- **Mock Interviews:** Practicing mock interviews with friends, family members, or a career counsellor can help the candidate feel more comfortable and confident during the actual interview.
- **Books and Online Courses:** There are several books and online courses available that can provide guidance on interviewing techniques,



"Post Interview Process"



Ms. Damanti Mawrie

**PGDM
(BATCH 2022-24)**

The post-interview process is a crucial stage in the hiring process that involves several important steps. Once the interviews have been conducted, human resource professionals must carefully evaluate each candidate's performance objectively. This includes using a scoring system or evaluation form to rate their performance and taking notes on their strengths, weaknesses, and any questions or concerns that arose during the interview. This documentation serves as a valuable resource during the decision-making process and can also provide legal protection.

When it appears that the interviewer is about to conclude the meeting, you should ensure that you've addressed all pertinent topics before leaving the room. Ensure that you comprehend the steps that will be taken prior to the selection of a candidate (additional interviews, meetings with other members of the organisation, etc.). Ask the interviewer when you should make a follow-up inquiry or when you can expect to learn about a decision.

As an interviewee, the post-interview process is an important step towards securing the job offer or determining whether the role and company are a good fit for you. Here are some steps you can take after your interview:

- Send a thank-you email: It's always a good idea to thank your interviewer(s) for their time and consideration. This shows your appreciation and also helps to keep you top of mind in case there are any follow-up questions or next steps.
- Reflect on the interview: Take some time to reflect on the interview and consider how you think you did. Think about the questions that were asked, your responses, and any follow-up questions you wished you had asked.
- Follow up on any outstanding questions or concerns: If there were any outstanding questions or concerns that you didn't get to address during the interview, it's a good idea to follow up with your interviewer to clarify any confusion or provide additional information.
- Keep your job search going: While you wait to hear back from the company, continue your job search and apply for other roles. This will keep your options open and help to reduce the stress of waiting for a response.
- Wait patiently for a response: It's important to be patient and not follow up too frequently with the company after the interview. Give them some time to review all of the candidates and make a decision.
- Consider your options: If you do receive an offer, take some time to carefully consider the role, the company, and the compensation package before accepting. If you receive multiple offers, compare them to determine which one is the best fit for you. If you do not receive an offer, take it as a learning opportunity and use the feedback to improve your future interviews.

Express your enthusiasm for the position (unless you are certain that you are not interested) and appreciate the interviewer for the opportunity. Request a business card or make sure you have the interviewer's name, title, and address for a thank-you letter. Ensure that you send your letter within 48 hours of the interview. In addition to being a standard business courtesy, a thank-you letter may sway the decision in your favour if you are in a close race for the employment

In conclusion, the post-interview process is a critical stage in the hiring process that involves several important steps, including evaluation and documentation, reference checks, communication, background checks, offer negotiation, and onboarding. Human resource professionals play a pivotal role in ensuring that the organization selects the right candidate for the job and maintains a positive candidate experience. By following best practices during the post-interview process, HR professionals can contribute to a successful and efficient hiring process, resulting in a talented and qualified workforce for the organization.

AFTER THE INTERVIEW

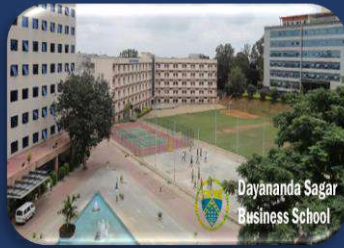
Send a thank you note within 48 hours! Make sure you express your continued interest in the position.

Follow-up with the employer regarding the position. One of the questions you should always ask at the end of an interview is "What is the next step in the hiring process?" If you were given permission during the interview to follow-up in two weeks, you don't have to worry about contacting them too soon or too late.

Conduct research on potential salary offerings for the position. If you need help with salary negotiating, please visit Career Development Services during Drop-In Career Counseling after



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