



## The Training & Development Division

### The Placement Cell

### Jesus and Mary College

*presents*



## **CAREER CATALYSTS 2.0**

### **Personal Interview**

A personal interview is a meeting organized by a recruiter in which she evaluates a potential employee for prospective employment. The interviewer looks to find out how well the candidate could do the job and fit in with their organization and team, and the candidate aims to show that they are the best person for the job and the organization.

### **Importance of a Personal Interview**

A personal interview is a necessary part of the recruitment process. Such an interview offers enormous benefits to both the recruiter and the job candidate as both parties can make an informed, mutually beneficial choice. It helps employers select suitable candidates while it helps job aspirants market their skills to the organization. In a personal interview, the interviewer will test the candidate's analytical skills in ways not possible in a written test.

### **What are the skills judged in a Personal Interview**

1. Communication Skills
2. Interpersonal Skills
3. Emotional Intelligence
4. Adaptability
5. Knowledge about the role
6. Problem-solving Skills
7. Cultural Fit

### **Do's**

#### **Before the Interview**

- **Research the Company and the Industry**

Employers gauge how interested you are by how much you know about their organization. This research is an easy way to improve your interview skills. Find out as much as you can about the position, company, and industry.

*Please note that the list of references provided in this document are not to be treated as exhaustive. Additional resources may be referred and relevant to the topic of this event.*

- **Practice your interviewing skills**

Take the time to practice answering questions you will probably be asked. Practice interviewing with a friend or family member ahead of time, and it will be much easier when you're actually in a job interview.

Some of the commonly asked questions during a personal interview round are:

1. Tell me about yourself?
2. Why do you want to join this company?
3. What are your weaknesses/strengths?
4. Why should we choose you over other candidates?
5. What's your biggest achievement so far?
6. Where do you see yourself in 5 years?

- **Have relevant questions prepared to ask the interviewer at the end of the interview.**

The candidates can ask the interviewer questions like

1. How would you describe the company's culture?
2. What is your favourite thing about working for this company?
3. What qualities and attributes make for a successful employee in this company?
4. What do you find most challenging about working for this organization?

### **On the Day of the Interview**

- Arrive 10-15 minutes before the scheduled time of the interview.
- Dress Professionally.

### **During the Interview**

- Be confident, but not arrogant.
- Listen and respond to questions accordingly, and back up your statements about yourself with specific examples whenever possible.
- Relate your skills, accomplishments, and objectives to the needs of the company.
- Use the STAR method to answer behavioural questions. The STAR method is an interview technique that gives you a straightforward format you can use to tell a story by laying out the Situation, Task, Action, and Result.
  - **Situation:** Set the scene and give the necessary details of your example.
  - **Task:** Describe what your responsibility was in that situation.
  - **Action:** Explain exactly what steps you took to address it.
  - **Result:** Share what outcomes your actions achieved.

**Examples of such questions:** Tell me about your greatest achievement, Tell me about a time when you handled the pressure well, Have you ever had to work under a tight deadline, Is there a situation you think you could've handled better or differently

### **Don'ts**

- Don't cross your arms or use body language that could make you seem closed off.
- Don't offer unnecessary details. Offer concise answers that relate to the role and company.
- Don't interrupt your interviewer when you have a question or need clarification but do wait for a pause in the conversation to ask short questions.
- Don't be unprepared for typical interview questions. You may not be asked all of them in every interview, but being unprepared will not help you.