

Getting Hired

Insight Into

Basics of Getting Hired

- Preparing for Interview
 - Know Yourself
 - Know Them
 - Write Effective Resumes
- Facing the interview
 - Dress Sense
 - Interview Q's and A's
 - The Power of Kinesis
 - Common Mistakes
- After the interview
 - Thank the Interviewer

Stage 1

**Preparing For
The Interview**

STEP 1

Know Yourself

Know Yourself

You are a offering (product) in the job market



➔ What is your Unique Selling Proposition

➔ Why should the employer choose you over other hundred prospective employers

What are your Core Strengths
Technical and Interpersonal ?

What do people think
you are good at ?

Why are you the best
person for this job?

What special aspects of your
education or training have
prepared you for this job

Identify the Transferable skills acquired through
education and experience. Sell them as your USP

Know Yourself

**What are your Weakness
Technical and Interpersonal**

**What do people think your
negatives are?**

**What do you find are the most
difficult decisions to make? Why?**

**What kind of people do you find it
most difficult to work with? Why?**

**What things frustrate you the
most? How do you usually cope with
them?**

**➔ Identify your
weaknesses**

- ➔ Discuss them with your guide or a good friend
- ➔ Make a corrective plan of action
- ➔ Rehearse how you will present yourself when asked about your weaknesses

Eliminate your weaknesses before the interview

Be Truthful To Your Self

What is that you look for in a job
Money, Growth, Status, Position

What is important to you in a company?
What things do you look for in an organization?

Is this job a compromise?

Are you are looking at it as a temporary arrangement

What would you say are your areas needing improvement?
Are you the best person for the job

Who is your role model and why. Are you any where near to him?

A lack of insight into self will lead to wrong decisions and may ruin your career

Points To Take home

- First Impressions make lasting impressions
- Prepare very well for the interviewer's first question "Tell me about yourself"
 - Sell yourself,
 - Sell Your USP's,
 - Sell Your Core Strengths,
 - Sell Your Experiences and transferable skills

Confident, Competent and Capable are three C's which an interviewer is looking for

STEP 2

Know Them

Know Them

Know Them Before They Know You

Research about the history of the company - Important Milestones, Track Record, Values and Culture, Image and Status in the market

Read employer literature. Gain knowledge of organization's policies, products and services.

Identify a chance in the interview to communicate with them about what you know of them

➡ Advantages

- ➡ Impresses the Interviewer
- ➡ Adds to your confidence
- ➡ Gives an impression you are serious about the job
- ➡ Makes you ask smarter questions about them, their products/services

Points To Take home

- **Find Out:**
 - What do they do/make/sell?
 - Who are their customers?
 - What sort of organization are they?
 - What is their turnover, profits etc.
 - What exactly will the job involve?
 - what sort of person do you think they want?
 - How can you best fit your skills to match the job?

Make their strengths your strengths

STEP 3

Writing Effective Resumes & Covering Letters

Resume Basics



Employers initially review resumes to eliminate them

Resume is self-promotional document that will SELL you over and above your peers

It should create such a sense of urgency for the reader that he is forced to pick up the phone and call for an interview.

It should be well-written, organized, easy-to-read, and to the point based on the KISS principle applies -- Keep It Short & Stimulating!

A good CV should contain:

An attention grabbing summary page

A clear, uncluttered layout

Job specific information

Articulate, concise language, No mistakes

No more than two/three pages

Resume Tips

1. Before writing, do a self-assessment and clearly identify your USPs and skills
2. Summarize your professional background and work-experience at the start of the resume
3. All personal and contact information should ideally be put at the top of the resume
4. Decide on a job target (or "job objective") that can be stated in about 5 or 6 words. Anything beyond that is plain sales talk and indicates a lack of clarity and direction.
5. Job Objective – should be very specific
Example: Seeking a Sr. management position that would utilize my experience in financial management and marketing

6. Tailor your objective for every job you seek
7. When stating about previous work experiences - Remove everything that starts with "responsibilities included" and replace it with on-the-job accomplishments
8. **Chronological Resume format** is more preferred by the employers as compared to the **Functional Resume Format**.
9. Do not add "References" information on the resume. Simply state *references available on request*
10. Always proof read and spell check your resume before submitting

11. If experienced, fill your resume with "PAR" statements. PAR stands for Problem-Action-Results; in other words, first you state the problem that existed in your workplace, then you describe what you did about it, and finally you point out the beneficial results.

Example- "Transformed a disorganized, inefficient warehouse into a smooth-running operation by totally redesigning the layout; this helped in better stock management and thus saved time and money.

12. Don't include hobbies on a resume unless the activity is somehow relevant to your job objective, or clearly reveals a characteristic that supports your job objective.

13. Lastly – the information on the resume should be genuine and truthful. Do not make boasts or idle claims

Covering Letters

Cover letters unlike resumes allow you to actually get your personalized message across to the interviewer

It should serve as an introduction to your resume and draw attention to a particular skill or accomplishment that is of value to the organization.

Open your letter with a strong sentence that would make the reader take notice. Include clues that indicate that hiring you will lead to higher production, greater efficiency etc.

Finish the letter with a strong, proactive phrase which sets the scene for the next stage – being called in for an interview, e.g. I am available for interview at your convenience and look forward to meeting you.

Points To Take home

- **Resume Essentials**

- Is it easy on the eye?
- Is the appearance consistent and suitable for the specific role?
- Are all the details mention relevant to the job you are applying for?
- Have you provided adequate information for all the necessary categories like Personal Details, Work Experience, Academic Qualifications and Technical Qualification
- Have you checked the grammar, punctuation and spelling?

- **Covering Letter Essentials**

- Do you know which individual to send the CV to and is it addressed correctly?
- Does the letter show an enthusiasm for the position you are applying for?
- Does it show an understanding of the employer?
- Does it show clearly what you can offer the employer?
- Has it got a positive ending?

Precise, Prefect and Powerful are the 3 P's for an effective Resume and Covering Letter

Stage 2

**During The
Interview**

STEP 1

Dress For Success

'Dress' Skills

You have only one chance to make a good first impression

Choose cloths that are neat, clean and appropriate for the job you are interviewing for. Check the ensemble for missing buttons, frayed cuffs and other needed repairs.

A Must - Well-brushed teeth and fresh breath, no gum, candy, or other objects in the mouth, no body odor.

Hair should be styled conservatively
Jewelry should be minimal

Cologne and perfume are fine as long as it is not overbearing.

Shoes should be clean and polished properly.

Wear your smile! Make sure to be friendly, and well mannered.



Over doing it can be just as bad as not dressing up enough

- **Dressing Tips for Men**

- Tailored suits in navy, gray, beige. (black is a funeral color, avoid it.)
- Dark suit, light shirt
- Natural fabrics - wool/wool blend for the suit, cotton for the shirt, silk for the tie
- Business shoes and over-the-calf dark socks
- Matching silk tie in low-key colors
- Short-sleeved shirts look less professional than long-sleeved ones
- A briefcase, if necessary adds to a professional image, a rucksack doesn't
- Get a haircut; short hair always fares best in interviews
- No beards, clean shaven is looks best



- **Dressing Tips For Women**

- Wear a simple, tailored suit -Dress & jacket combination with a simple blouse
 - Choose natural fabrics - wool/wool blend, cotton and silk, conservative colors - blue, gray, beige or black
 - Avoid loud or flashy styles and colors
- A simple plain colored Salwar Kurta set with minimal embroidery along the neckline or sleeve hem or small motifs spread over gives that ethnic touch for working woman
- Sari in cotton, silk or chiffon with simple and light prints with plain half sleeve blouse. Plain saris with thin borders and not too heavy or striking 'pallav' gives a corporate and mature look
- No mini skirts, no low cut blouses, no spiked heel shoes
- Hair should be well groomed, clean and neatly styled
- Use makeup sparingly.
- Do not decorate yourself with all kinds of jewelry



Points To Take home

- **First thing the employer sees when greeting you is your attire. The better you are dressed, the more confident you will feel and exude.**
- **Present yourself to a potential employer in a manner that reflects a highly polished and professional image**
- **Your clothing should appear as a natural extension of you, tailored to help you present a positive image and "shine" in the interview.**
- **Before you choose your attire, remember**
 - **What kind of job you are looking out for?**
 - **What is the organization like?**
 - **What you feel comfortable wearing.**

Smart, Suitable, Simple are the 3 S of dressing well for the Interview

STEP 2

KINESICS

The Power of Kinesics

Kinesics – is the science of Body Language

Gestures and body movements are unconscious forms of expressions hence they form a language of their own

Interviewers form 90 per cent of their opinion about an individual within the first 90 seconds of meeting them

The moment you enter the interview room, your body language clearly depicts your mental attitude.

It gives distinct signals to the interviewer and tells him great truths you will never even be aware of.

The Power of Kinesics

1. Walking into room with a straight head, erect shoulders, even paced steps and straight posture gives an impression of a confident person, it clearly says

“ Here I am with all my abilities and skills ”



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2. A well-gripped and strong handshake creates a positive impression and says



“Let’s take it forward ”

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3. Gazing towards blank wall indicates as if you are trying to recollect something and are not very sure of it and it says

“I didn’t expect this question ”



The Power of Kinesics

4. Shutting eyes frequently indicates disinterest or lack of keenness in the matter being discussed, it says **“Why don’t you just move on to the next topic ”**
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5. Crossing the arms and the legs is a defensive posture during a discussion indicates disagreements and it says

“This is incorrect and illogical ”



6. All unnecessary body movements like tapping with your feet or crossing the legs, arms, etc. says

“When will this come to an end”

The Power of Kinesics

7. Covering the mouth with the hand, rubbing, stroking or scratching the nose quite frequently, scratching the side of the neck with fingers, rubbing the eye, etc., are all an indication of an un-truthful statement being made and it says



“Hope he believes this nonsense and doesn’t find out the truth ”



8. During conversation pointing your finger towards the other person says you better listen to me at the same time gesturing with your complete hand instead of a finger to suggest something, says this is what my experiences have taught me.



The Power of Kinesics

9. Leaning forward in chair, chin up, putting tips of fingers of one hand against the tips of fingers of other hand in "praying" or "steeping" position, says

"I am very much interested in this job and am confident of doing a good job if given an opportunity "



10. Jiggling pocket contents, running tongue along front of teeth, clearing throat, running fingers through hair, wringing hands, biting on pens or other objects, twiddling thumbs, biting fingernails indicates nervousness and lack of confidence and it says

"Will I ever get this job, does he think me worthwhile "

Interview Is A Two Way Process

Read the body language of the Interviewer to understand whether you have been successful at the interview or not.

If he maintains good eye contact and smiles in a relaxed and happy way – means he approves of you

If his eyes are downcast and face turned away - means he is not interested in what you are saying

If he strokes his chin while listening to you - means he is evaluating you and is being critical

If he moves his body and sits with his feet and body pointing towards a door - means he wants to end the conversation immediately

Our body is more honest than our words.
Hence consciously develop positive body language

STEP 3

**Interview
Q's and A's**

The Interview Process

The heart of the interview is the question and answer session

Success at getting the job is entirely dependant on the success of Q and A session



Categories of Questions

- WARM-UP QUESTIONS
- WORK HISTORY
- JOB PERFORMANCE
- EDUCATION
- CAREER GOALS
- SELF-ASSESSMENT
- PERSONAL INTERESTS
- LEADERSHIP ,TEAM VALUES, CREATIVITY

Rehearse,Rehearse and Rehearse the answers to the questions

Interview Q's and A's

1. *Tell me about yourself...*

The interviewer is asking you to tell them about yourself as a person, not merely about your job skills.

This is golden opportunity to build a good rapport. Start with your background, education and go to talk about your job experiences

2. *What is your greatest strength?*



This is a golden opportunity to sell your USPs. Talk about strengths technical and interpersonal. Highlight the strength which best suits the demands of the job.

3. *Where do you see yourself in five years time?*

The interviewer needs to know your intentions to move up the career ladder within the organization. Assure him that apart from moving up the ladder, your primary objective to become the very best in the chosen field



7. *What kind of people do you like to work with, or have difficulty working with?*

Don't get into personal details here, just give a short, sweet and obvious answer that you prefer working with people who are motivated and have integrity and pride in their work



8. *What kind of salary do you expect?*

Most companies have a set salary range. You can tell the interviewer that you would work for whatever the company feels is fair, based on your qualifications and the company's standard salary level for that position



9. *Are there any questions that you have, will be usually the interviewers last question*



Ask the interviewer to specify the details about your role and responsibilities. Where do you fit into the overall organizational structure and what are the company's expectations from you ·

STEP 4

Common Mistakes

Avoid These

The wrong move can cost you the job!

1. Arriving late

Get proper directions, leave home early. If the worst happens and you can't make it on time, call the interviewer and arrange to reschedule.

2. Dressing wrong

Dress right in a conservative suit, subdued colors, little jewelry (but real gold, or silver, or pearls), low heels (polished) and everything clean and neat. Hygiene includes combed hair, brushed teeth, deodorant and low-key scent.

3. Research failure

Research well before the interview. Show that you are interested in working for the prospective employer by demonstrating knowledge about the company.

4. Inability to articulate your own strengths and weaknesses

Only you can recognize your most valuable strengths and most hurtful weaknesses. Be ready to deal with questions related to them

Avoid These

5. Failure to connect yourself to the job offered

Understand the role offered and skillfully connect your experiences, your talents and your strengths to the demands of the role

6. Bad-mouthing anyone

Refrain completely from doing this , it will reflect negatively on your personal abilities. Interviewer is not a complaint box

7. Not asking questions - and asking too many

Use your research to develop a set of questions that will tell you whether this is the job and the company for you. Do not ask questions that won't count in the long run.

8. Being a Nervous wreck, sending out negative vibrations

Do not make a show of nervousness. Make eye contact, focus on the interviewer and show that you are responsive and open to the process . Enthusiasm for the job, for the organization is what the interviewer wants to see.

End It well

- If the employer asks you to call or return for another interview, make a written note as to date, time and place.
- If the employer does not let you know when a further contact will be made, ask when you may call to learn of his/her decision.
- Thank the interviewer for the interview and his/her time.
- Shake hands when you leave.
- Smile and Walk out confidently
- Leave promptly when the interview has ended.
- On leaving the outer office, thank the receptionist.

End it on positive note, leaving the communication channel open from your side

Stage 3

After

The Interview

Thank You Letter

It is your last chance to create a good impression on the Interviewer

Important Tips

1. **Keep your letters short and simple - usually one page is enough.**
2. **Help the interviewer remember you by referring to specific points discussed in your interview**
3. **Be sure that it is professional, for example: neatly typed, free of errors**
4. **Emphasize your qualifications, especially those that are most relevant to the position**
5. **Provide any information that was overlooked during the interview or that which was specifically requested by the interviewer**
6. **Express your continued interest and enthusiasm for the position**
7. **Send it immediately after the interview. Remember, very few people bother to send thank you letters - this can be your edge!**

Good Luck

STEP 1

**Analyse your
Performance**