



VISWANADHA INSTITUTE OF PHARMACEUTICAL SCIENCES

(Approved by PCI & AICTE – New Delhi and Affiliated to JNTUK, Kakinada)

Mindivanipalem (V), Sontyam (P), Anandapuram (M), Visakhapatnam - 531173

EFFECTIVE INTERVIEWING SKILLS

Workshop: One day workshop on Effective Interviewing Skills.

Dates: 22nd July, 2017

Location: Seminar Hall, Viswanadha Institute of Pharmaceutical Sciences.

Organized by: Viswanadha Institute of Pharmaceutical Sciences

Speakers:

1. **Ms. A. Anuradha**, English Trainer, Dubai; Recruiter, DELL.

Viswanadha Institute of Pharmaceutical Sciences believes in imparting education to students in every possible area.

Learning is a continuous process and the students learn subjects according to time table and write examinations and get good marks. This happens from childhood but getting selected in an interview is entirely different task. For facing interview, students must express what all they have learnt in their career in a positive manner and with good professional behavior.

So to enhance our students interviewing skills, we requested an English trainer **Ms. A. Anuradha** to help our students.

She has vast experience in teaching interpersonal communication skills, personality development, soft skills and communication skills for students from KG to PG, nursing staff in Hospitals, teachers and employees in software industry. She was a recruiter for DELL Computers. **Ms. A. Anuradha** worked with **GITAM - Engineering**

College and GITAM - Management studies. Presently she is **English trainer** at **Dubai.**

She obliged our request and conducted the workshop on "**Effective Interviewing Skills**". Final year and third year B. Pharmacy students participated in the workshop held on **22nd July 2017.**

Aim of the work shop includes:

- Knowledge of- Interview preparation steps and tips
- Common questions
- Developing effective answers

What is an Interview?

- A structured meeting between you and an employer
- Interview is a two-way street
- Employers try to determine if you appropriately fit the job and their culture
- You can decide if the environment is right for you
- Interviewing is a skill- like riding a bicycle-PRACTICE makes PERFECT

Required material

- Prepare necessary materials -Copies of resume, references, Certificates ,pen, note-pad etc

Professional Attire:

Women, Men ,Footwear, Accessories & Jewelry, Try on your intended outfit (fit) , Check for stains, rips, missing button, creases, etc , Coordinate accessories (tie, belt, socks, shoes, jewellery, etc.) and Set aside in a “safe” spot.

Behaviour Based Interview:

- Past behaviour is the best predictor of future performance
- Questions to probe past behaviour in specific situations.
- Focuses on experience, behaviours, knowledge, skills and abilities related to the position
- Used to get an idea of how an individual will manage duties based on their past behaviour

Some examples of Behavioural questions:

- Tell me about a time when you had to adjust to a team member's working style in order to successfully complete a project.
- Describe a situation when working with others produced better results than if you had completed the project on your own.
- Can you share with me a time when demonstrated your ability to work as an effective team member?

Ten Common Questions to Expect:

- Tell me about yourself.
- What is your greatest achievement?
- Tell me about a time you saved time or money.
- What is your greatest strength?
- Can you tell me about your computer skills?
- Tell me about a time where you had to handle a challenging team member or examiner.
- Can you describe a time when you went above and beyond the call of duty?
- What do you believe is your professional weakness?
- Where do you see yourself in five years?
- Why do you want to work for this company?

Tips for Preparation:

- Be prepared to discuss negative experiences (choosing those that turned out well or you made the best of the situation and what you learned from it)
- There are no right or wrong answers - just give enough details to allow the interviewer to accurately assess your past accomplishments
- Keep a record of your achievements, use them to come up with great STAR examples for the next time you go for an interview
- Arrive 15 minutes before appointment
- Pleasantly greet receptionist and identify yourself
- While waiting, review your answers
- Avoid fidgeting, chewing gum, talking on cell phone or texting
- Take deep breaths and relax
- Non-verbal Communication

Non-verbal communication:

- Non-verbal communication is composed of appearance, posture and body language.
- Appearance
- Personal hygiene and clothing
- Posture: Attentive listening position, Avoid slouching or sitting on edge, Make comfortable (slight) adjustments, Avoid crossing your legs, and Allow for a personal space of about 36 inches

Body language: Includes Hands, Handshake, Eye contact, Facial signals and head movements

Closing the Interview: Provide a copy of your References, Confirm the follow-up timeframe and phone number, Restate your interest in the position and why you feel you are the ideal candidate, Thank the interviewer(s) for their time and Shake the interviewer's hand

❖ **Remember to SMILE!**

Post-Interview: Reflect on interview: note unexpected questions, or answers that need polishing, Send a Thank You email / card (within 24 hours), Follow up (clarify during interview), Prepare for a second interview and Continue your job search.



