



SANDIP FOUNDATION'S
SANDIP POLYTECHNIC, NASHIK
DEPARTMENT OF INFORMATION TECHNOLOGY

Name of Event: Expert Lecture on “How To Prepare For Interviews?”

Date of Event: 22/04/2021

Resource Person: Ms. Nagma Shaikh, Campus Placement Manager, Sandip Foundation, Nashik.

Objectives:

- Identify your strengths.
- Be able to cite specific examples and apply these strengths directly to the requirements of the position you are seeking.
- You should also be prepared to state the reasons why you should be hired, what you have to offer the employer, and your interests in the position.
- Be able to write & prepare effective resume.

Outcomes:

- Students are aware about the ways of answering the questions raised in interview process.
- Students are able to relate their skills, accomplishments, and objectives to the needs of the company.
- Students are able to focus on the positive aspects of training and experience.

Participants: TYIF and SYIF Students

Photos:

SANDIP FOUNDATION'S
SANDIP POLYTECHNIC

AN EXPERT TALK ON

**HOW TO PREPARE
FOR INTERVIEWS ?**




Ms.Nagma Shaikh
Campus Placement Manager,
Sandip Foundation , Nashik

Organized By
Department of Computer Engineering
&
Information Technology

Date : 22nd April 2021 Time: 12.00 Noon

COMMON QUESTIONS

- Introduce yourself
- Why do you want to work with us?
- Why should we hire you?
- Where do you see yourself after next 5 years?
- Are you ready to relocate?
- How do your friends/family describe you?
- Do you have any questions for us?
- Resume-based questions
- Situational/Stressful Questions
- Technical Questions



Nagma Shaikh's screen

TIPS TO ACE PERSONAL INTERVIEW

- Never Be Late
- Dress Professionally
- Smell Fresh
- Do Carry Paperwork
- Be Nice To Everyone
- Maintain Eye Contact
- Don't Be In A Hurry To Sit
- Handshakes Should Be Firm
- Sound Confident
- Be Attentive
- Don't Be A Robot
- Desperation Is A Big No
- Do Your Homework
- Overconfidence Is Stupid
- Stay hydrated, proper sleep and diet
- Keep Calm, You Can Do It!

Nagma Shaikh's screen

TYPES OF INTERVIEW: I. TELEPHONIC INTERVIEW

- Do's :
 1. Be prepared
 2. Ensure proper connection and charging
 3. Keep pen & paper handy
 4. Listen attentively and speak clearly
 5. Go someplace quiet
- Don'ts:
 1. Don't multitask
 2. Don't take the call on Speaker
 3. Don't eat or drink
 4. Don't interrupt the interviewer

INTERVIEW TECHNIQUES

NAGMA SHAIKH,
CAMPUS PLACEMENT MANAGER,
SANDIP UNIVERSITY NASHIK

IMPORTANCE OF THE INTERVIEW

- To check suitability of the candidate
- Provides insight into the company and its employees
- To check candidate's personality
- To check authenticity of the details provided in the resume
- Negotiation be means of direct contact