



18. Recall

- Most interviews have the question "Tell me about yourself" Why?
 - The interviewer expects to know about the family of the candidate.
 - The interviewer expects a short and quick introduction of the candidate.
 - The interviewer wishes to know the name of the candidate.
 - The interviewer wants to know where the candidate studied.
- When one starts looking for the job the first step is to
 - Identify the right job for you
 - Apply for all the jobs
 - Check for pay scales of the job
 - Go for interviews
- If an interview is scheduled at 10 am in the morning, it is better to reach the venue at
 - 10 a.m.
 - 10.30 a.m.
 - 9.30 a.m.
 - 7 a.m.
- The folder for interview preparation should contain
 - resume
 - identity cards
 - marksheets
 - all of the above
- If you are not selected at the end of an interview it is good to
 - reply thanking the employer for this opportunity
 - leave the place immediately
 - discourage other candidates
 - ask the reason for not being selected
- As part of grooming, which of the following are essential for attending interviews?
 - casual clothes
 - formal clothes
 - strong perfumes
 - expensive shoes
- When you asked about your interests other than academics, your answer should be
 - genuine
 - imaginary
 - irrelevant
 - funny
- While testing your subject knowledge in the interview, you should
 - answer precisely and completely
 - answer very shortly
 - avoid the question
 - give descriptive answers
- When you are speaking about your strength, it can effective if you include a
 - story
 - example
 - lie
 - song
- The Curriculum Vitae should be written containing
 - facts
 - opinions
 - false statements
 - none of the above
- Pick the don't when participating in the group discussion.
 - maintain eye contact while speaking
 - allow others to speak
 - speak clearly and sensibly
 - listen to others carelessly
- When you disagree with a person's opinion, you can say
 - I have a different opinion about this.
 - Yes, you are right.
 - I think so.
 - See you again.
- Pick the best way to respond to the question 'Shall we start the discussion?'
 - To conclude
 - But, don't you think?
 - Yes, let's start.
 - To sum up
- When you want to conclude a discussion, it is better to say
 - let's conclude ...
 - let's finish ...
 - in conclusion ...
 - to sum up ...
- When you speak to a person, you need to
 - Look at the person in a friendly manner.
 - Look away from the person.
 - Stare at the person.
 - Look at the floor.



16. When a person disagrees with our opinion, we should
a. Argue strongly. b. Fight with the person. c. Listen to his/her view. d. Keep quiet.
17. Pick the apt phrase you should use when somebody asks you, 'Can you tell me more about this?'
a. You are most welcome. b. Thanks a lot. c. Of course. d. Really?
18. When members get diverted and speak different ideas not related to a given topic, what would you do?
a. Tell them that they do not know the rules of a discussion.
b. You keep talking only about the topic.
c. Alert them and bring them back on track.
d. Leave the discussion.
19. What can be done to avoid repeating the ideas that others have already told?
a. We should express our idea even if it is the same.
b. We should listen carefully to avoid repetition.
c. We should apologise for repetition.
d. We can listen randomly.
20. How do you ask for clarification?
a. That's true. b. Can you please clarify...? c. Oh, I see. d. Thank you for your help.
21. You apply for an apprenticeship to your dream company but you receive a rejection mail. How will you handle the situation?
a. You get depressed. b. You feel worthless.
c. You thank them and move on. d. You send them an angry mail.
22. You submit your resume for an interview for job A. You don't get that job, but they ask if you want to be considered for Job B.
a. You say, "Yes, I'd love to!" totally pretending to be excited.
b. You say, "No, thanks."
c. You say yes, but don't hold out much hope.
d. You accept it and try to learn job B
23. When you fail an exam you had prepared well you
a. Feel you are unlucky. b. Analyse what went wrong.
c. Lock yourself up in a room. d. You complain to your friends.
24. A famous company has made an open call for hiring freshers. What will you do?
a. Think you'll not make it anyway. b. Prepare a good resume and apply.
c. Fear rejection. d. Tell everyone that you are applying.
25. When someone asks how much you value yourself, your answer will be
a. I don't know. b. I am not valuable. c. I value myself a lot. d. None of the above
26. When others say hurtful things about us we should
a. Value their words and believe it. b. Ignore such ideas and believe in ourselves.
c. Talk hurtful things about them. d. Behave according to their words.
27. If you are unable to continue your studies in school or college
a. You can learn from experience. b. You become illiterate.
c. You cannot achieve anything. d. You have to depend on others forever.
28. How do successful people handle failure?
a. They learn from their mistakes. b. They get demotivated.
c. They blame others. d. They give up their ambitions.



29. Identify the short term goal from the following
- a. Maintaining good health
 - b. Leading a happy life
 - c. Being helpfu
 - d. Learning to drive a car
30. Identify a long term goal from the following
- a. Mastering typing skills
 - b. Working for a reputed company
 - c. Using a computer
 - d. Learning a foreign language
31. Once we enter a workplace, our communication has to be
- a. personal
 - b. careless
 - c. professional
 - d. useless
32. The people with whom you will have to communicate at the workplace include
- a. mostly friends
 - b. supervisors and co-workers
 - c. family members
 - d. classmates
33. Which of the following should be avoided while communicating at the workplace?
- a. Eye contact
 - b. Crossing arms
 - c. Smile
 - d. Looking at your phone
34. What is the basic need for people at workplace to communicate?
- a. people have different understanding about their work
 - b. for a smooth operation of the work in hand
 - c. to help and encourage each other
 - d. all of the above
35. What kind of emotional barriers can be overcome when people communicate?
- a. fear
 - b. mistrust
 - c. jealousy
 - d. both a and b
36. Men and women have different ways of communicating at the workplace. Understanding these differences relates to
- a. cultural sensitivity
 - b. gender sensitivity
 - c. religious sensitivity
 - d. political sensitivity
37. When you need to explain a problem in your workplace, your communication has be
- a. clear and elaborate
 - b. short and quick
 - c. vague and quick
 - d. long and boring
38. Which of the options below need to be followed strictly at the workplace?
- a. requests of fellow workers
 - b. policies and safety manuals
 - c. choice of food
 - d. none of the above
39. Which of the following skills is important while speaking to customers while handling sales?
- a. problem-solving skills
 - b. persuasive skills
 - c. body language
 - d. listening skills
40. When you check your watch frequently while speaking to a supervisor, he or she will get
- a. excited
 - b. upset
 - c. irritated
 - d. surprised
41. Professional networking are extremely beneficial because
- a. they make a large group of friends
 - b. it is fun to know many people
 - c. they can help us find good opportunities
 - d. they can solve all our problems
42. Effective and easy ways to create a professional network are
- a. join online networking websites like LinkedIn, etc.
 - b. attend job fairs organized by both government and private companies
 - c. keep in touch with your teachers and fellow students
 - d. all of the above
43. It is useful to get recommendations and endorsements from
- a. family members
 - b. friends
 - c. school teachers
 - d. former colleagues and friends



44. One effective way to make our social presence felt is
- a. create a page about us on social media
 - b. keep sending messages to people about our qualifications
 - c. keep sharing images and videos
 - d. maintain secrecy about ourselves
45. Keeping our resume and contact card ready during networking events can help us find
- a. good friends
 - b. job opportunities
 - c. unwanted companions
 - d. old friends
46. Why should we keep personal information private in social media?
- a. our families will know about it otherwise
 - b. potential employers will do a background check
 - c. our friends will share it to others
 - d. social media will steal our information
47. Professional networking can be done through
- a. online only
 - b. face-to-face communication
 - c. both online and face-to-face
 - d. none of the above
48. LinkedIn is a website that can be used to
- a. meet new members of our profession
 - b. share photos and videos
 - c. watch movies
 - d. wish people on their birthdays
49. Job fairs are great places for professional networking because
- a. you can find like-minded people there
 - b. you can meet prospective employers there
 - c. you can learn about opportunities available in your field
 - d. all of the above
50. How often will you contact people in your professional network?
- a. whenever you need something
 - b. communicate only when they contact you
 - c. keep calling them everyday
 - d. maintain a regular and meaningful communication



19. Mock Interviews



At the end of this lesson, you shall be able to:

- identify what mock interview are
- learn to prepare for interviews through mock interviews
- role play a typical interview.



A mock interview is also known as a practice interview. It is often a simulation of an actual job interview. It gives an opportunity to practice for an interview and receive feedback. A mock interview helps you learn how to dress, use appropriate body language, answer interview questions, develop confidence, improve communication skills and reduce stress before an actual job interview.



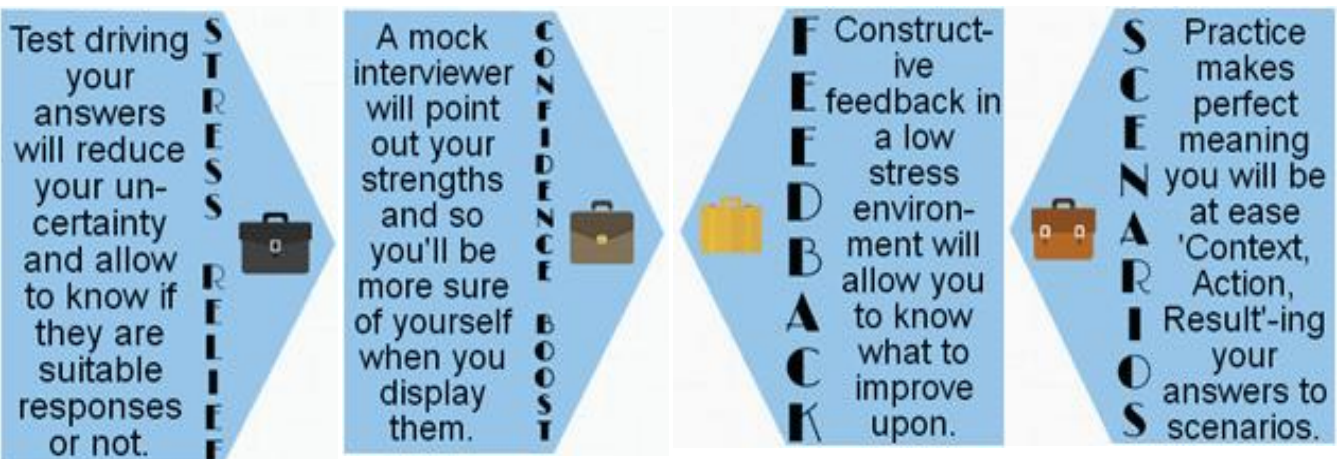
What I already **K**now

What I **W**ant to find out

What I **L**earned



a. Benefits





b. 10 Common interview questions

1. Can you tell me a about yourself?
2. What interests you about this job opening?
3. What do you know about our company?
4. Why are you no longer with your last job?
5. Why should we hire you for this job?
6. What are your greatest greatest strengths/weaknesses?
7. What is your greatest achievement?
8. Where do you see yourself in five years?
9. What salary range are you looking for?
10. What questions do you have for me?



1. Answer the following questions. Note that your responses will be based on the appropriate dress code, appearance, body language, discipline, trade expertise, communication skills, etc.

a. What are your strengths?

b. What are areas that you need to improve?

c. Why do you think neat appearance is important?

d. How confident are you to apply for jobs?

e. What preparatory steps have you taken for applying for jobs?

f. Do you have a resume with you?



2. Can you list the preparatory steps before, during and after the interview?

Before the interview	During the interview	After the interview

3. Why do you think mock interviews are important?

4. Imagine you have applied for the post of a service mechanic in Larsen and Toubro Ltd. You have been one among the shortlisted candidates and are called for the interview. Inform your instructor about it. Request him to organize for a mock interview in the ITI. The interview may be conducted for 15 – 20 minutes with a pre-interview briefing on how the mock session will happen for 15 – 20 minutes and a follow-up of debriefing for 15 – 20 minutes on what went well with suggestions on how it can be improved.

- i. The instructor will make the following arrangements for the mock interview.
 - The mock interview will be conducted by the placement coordinator of your institute. The placement coordinator will head the interview panel which will have 4 members including him/her. The other 3 members will be your own classmates.
 - A checklist of criteria based on which the candidate will be assessed. The following sample from “Decoding Interview” may also be used.



Criteria	Scores	Indicators
Salutation		0: Did not greet 1: Greeted without eye contact or without a smile 2: Greeted with eye contact and with a smile
Voice Clarity		0: Was audible 1: Was not audible
Resume		0: Incomplete or no Resume 1: Complete Resume but answers not completely aligned to the Resume 2: Well-structured Resume and answers aligned to the Resume
Introduction		0: Introduction only had few lines on 1: Introduction had clarity on Who and Why 2: Introduction had clarity on Who I am, Why I want this job and How I will be a good fit?
Strength		0: Could not tell about his/her strength 1: Could tell about a strength but could not give relatable example 2: Could tell about a strength and could give relatable example form recent past
Subject Knowledge		0: Could not answer any subject-related question 1: Could give only incomplete answers 2: Was able to give complete answer

- ii. As the candidate to take the interview, you will be prepared with all the necessary documents to attend the interview in the proper dress code and appearance. Create a checklist.
- List the documents that you need to carry along with you.
 - List the proper dress code that you will follow.
 - Rehearse the way you will respond to questions. The following sample dos and don'ts during an interview may be used, if necessary.

Tell me about yourself?

Don't "I was born in...I like walks on the beac..."
Do: In 2 minutes or less, tell why uou're qualified.

What would you change about you last job?
Don't "My boss. He was totally unrealistic".
Do: "I wish we had a larger training budget".

What is your biggest weakness?

Don't "I really don't have any big weaknesses."
Do: Not delegating enough. I realize I get overwhelmed when I think I have to do it all myself."

Why should I hire you?

Don't "Because I'm the best candidate".
Do: "I'm a hard worker with a proven track record."

Do you have any questions for me?

Don't "Uh, no, I don't have any questions."
Do: "Can you walk me through a typical day of someone in this role?"
Do: "What can I help to clarify that would make hiring me an easy decision?"



Complete the What I learned column in the KWL chart.



Mock interviews help to get prepared for the real interviews. Since, the candidate gets an opportunity to practise on the before, during and after of interviews, it gives confidence. Mock interviews help in performing well in real interviews and boost the candidate's self-esteem to a large extent.



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