



Positive Interview!  
Dr. V K Deshmukh,  
Principal,  
MES's College of Pharmacy, Sonai

# In the beginning of Job Search.....

- Read the **duties, knowledge, skills and abilities** required of each position CAREFULLY before applying.
- How does your **experience apply to what is required for the job?**
- Think deeply about yourself:
  - How have you developed over time?
  - How do you interact with others?
  - What could you have done differently for better results?
  - What motivates you?

- **Become familiar with the organization** so you can demonstrate how and why you will be an **effective employee.**
- *Ask the agency or company to send you material (brochure, job description, newsletter, etc.)*
- Be realistic! Know your **qualifications and limitations.**
- *Wanting a job* **does not necessarily mean you're qualified for it.**
- Also, a **job that pays well for duties you don't like will not be rewarding in the long run.**

# Communication Tools



# Applications & Resumes

- Complete the **application** without **being too wordy**.
- Resumes should be brief and to the point
- Both must be **ERROR FREE! And in formal way**
- complete the application NEATLY preferably handwritten
- Make sure all information is accurate and captures what you have done
- Document your qualifications. NEVER assume anything.
- The application DEADLINE date.

# Tips for Successful Interviewing




## Interview DO's

- Dress appropriately. When in doubt, go conservative.
- Personal grooming and cleanliness should be perfect.
- Keep perfume to a minimum.
- Pay particular attention to hands and fingernails.
- Arrive 10 minutes early.
- Know the exact time and location of your interview; know how long it takes to get there, park, and find a restroom to refresh.


- Treat other people you encounter with **courtesy and respect**.
- Their opinions of you **might be ask for** during the hiring process.
- Offer a **firm handshake**, *make eye contact*, and have a *friendly expression* when you are greeted by the interviewer.
- Listen to be sure you understand your interviewer's name and the correct pronunciation.



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- Maintain good eye contact during the interview.
  - Sit Still (motionless) in your seat; avoid fidgeting.
  - Respond to questions and back up your statements with specific examples **if possible**.

- Ask for clarification if you don't understand a question;
- Be systematic in your responses and concise in your wording.
- Use good grammar and good pronunciation. Say "yes", not "yeah." **Don't fill pauses** with "um," "uh" or "ah".
- **Don't punctuate** sentences with "you know," "like," "see" or "okay".

- show interest in the employer and the opportunity presented
- respond to questions in a positive manner.
- Watch the tone of your voice.
- Make sure answers have a definite flow.  
In the **beginning state major points**; in the middle **expand upon those points or ideas**, and in the **end reinforce your key points**

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- Evaluate the interviewer and the organization. *An interview is a two-way street.*
  - Know when and from whom you should expect to hear next
  - **Make sure you understand the employer's next step in the hiring process;**

# Interview Don'ts

- **Don't** make excuses. Take responsibility for your decisions and your actions.
- **Don't** make **negative comments** about previous employers or supervisors (or others).
- **Don't** treat the interview **casually**, as if you are **just shopping around or doing the interview for practice**.
- This is insulting to the interviewer and the organization.

- Don't give the impression that, you are **interested in salary only**
- Don't act as you are **desperate for employment.**
- Don't chew gum or smell like smoke.
- Don't take **cell phone calls** during an interview.
- If you carry a cell phone, turn it off during the interview.

# What about Answering Questions?

Your points must be CLEAR, RELEVANT AND ADEQUATE:

- to enable the interviewer to understand *what you are trying to say*;
- to *determine your strengths for that particular job*;
- to *have sufficient information to make a good decision*.


The interviewer needs to determine if you can do the job, if you fit in.

- Hiring the RIGHT person is the goal.

## Be Prepared for Behavior-based Questions!

- Describe a time when you were faced with problems or stresses at work that tested your **manage skills**. What did you do?
- Give an example of a time when you had to be **relatively quick in coming to a decision**.
- Give me an example of an **important goal** you had to set .
- tell me about **your progress in reaching that goal**.



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- Give me an example of a **problem** you faced on the job, and tell me how you **solved** it.
  - Tell me about a situation in the past year in which you had to deal with a **very upset customer or co-worker**.

## Your keys to RESPONDING well to these types of questions

- Be specific, not general or vague!
- Don't describe how you would behave.
- Describe how you DID behaved.
- **The interviewer will see that you learned something from experience.**

# What to do after the interview?

- Extend a handshake and exhibit enthusiasm about the career opportunity.
- Consider following up with a thank you note or e-mail of appreciation to the interviewer(s) to further show your interest.



**THANK YOU**