

Dr Bhimrao Ambedkar University, Agra
Seth Padam Chand Jain Institute of Management
Value Added Course on Interview Etiquettes

Developed By: Dr Swati Mathur

Duration 30 hours

Learning Outcome:

1. The students will understand the various ways of gathering information.
2. They will understand different types of interview and develop the skills needed for approaching different types of interviews.

Objectives of the course

1. Know what the required skills are to carry out an effective interview.
2. Be able to plan and prepare for an interview.
3. Be able to give the right first impression to candidates.
4. Know what questions to ask and how to record the answers.

I.	Overview of Interview	10 Hrs
	a. Purpose	
	b. Interview Process	
	c. Types of Interviews	
	d. Preparation	
	• Typical interview questions	
	• Communication effectively	
	e. Related activities and assignments.	
II.	Interview Etiquettes	10 Hrs
	a. Arrival and Introductions	
	b. Being positive and Confident	
	c. Being enthusiastic and effective	
	d. Clarity of speech and active participation	
	e. Dressing and body language	
	f. Related activities and assignments.	
III.	Practical – MOCK INTERVIEW	10 Hrs
	a. Preparation	
	b. Practical	

Note: The certificate for the course will be given on the basis of MOCK interview sessions/ attendance and active participation in the class