

ASSIGNMENT QUESTIONS

1. Job interview is a two-way communication between the ___ & the _____.

2. Which three stages are mention for Interview preparation and executive?

3. The interviewer will mark you on the basis of _____ & _____ mentioned in your CV.

4. Match the pair:(Pre-interview)

Colulmn A

Column B

- | | |
|---|--------|
| 1. Sitting in the waiting room | Step 1 |
| 2. Don't be late and believe in yourself | Step 2 |
| 3. Make a proper file of required documents | Step 3 |
| 4. Be ready with dressing an accesssories | Step 4 |
| 5. Research on the company | Step 5 |

5. Do's and Don't: (1) Showing up too late(2) Smile(3) Sell yourself, showcase your top skills(4) Don't be rude with the tone or non-verbal communication.

6. MCQ

How to Build your answer? IS it by using

- Telling a story
- Adding relevant information & examples
- Both a & b
- None of these

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7. True or false with reason.

It is important to ask the reason for not getting selected in an interview?

8. Which is not a common question asked in an interview?

a) Tell me about yourself

b) Why should we hire you?

c) Why do you want to work for us? d) what is your hobbies?

9. Always answer yes when the interviewer asks "Do you have any questions", Give reason Why?

10. Give 5 examples for a successful interview clearance from your perspective?

ASSIGNMENT ANSWERS

Answer Sheet:

1. Candidate & Employer

2. Pre-interview, The interview and the Post-interview

3. Soft skills and Hard skills

4. 1- Step 4 ; 2- Step 5 ; 3- Step 2 ; 4- Step 3 ; 5- Step 1

5. 1- Don't ; 2- Do's ; 3- Do's ; 4- Don't

6. option C (Both a & b)

7. True. Because this helps you to avoid or repeat the mistake in next interview.

8. Option D

9. Because This allow to decide the employer the appropriate candidate from the bulk.

10. Speak clearly, Dress professionally, give a full sentence answer, Don't stress and panic and Maintain hygiene.