



*Presenting an extraordinary guide which
drives to excellent performance
and to be hired in an interview.*

INTERVIEW IS AN INNER VIEW ©



A must read for all who attending
interview in any sector
including IAS, IPS.....

SAMBA SIVA RAO CH.

What is an Interview?

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As many of us think, It's not the process of questioning and seeking answers, it's not the cross-examination and it's not meant for rejecting many applicants. The Interview is not an activity to confuse you, ask meaningless questions, insult you and get you out. It is not the one-way process and it is not just even viva voce. It is more than that.

The Interview is an inner view. It is the method to know your inner view by respecting your views and knowing your mental ability, personality..... in a pleasant atmosphere and finding out the characters which are not observed through written examination and behavior in a controlled situation. An interview, a Formal meeting, a mutual view, is the process of two-way communication

What interviewer tests and Recruiter seeks?

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The recruiter tests the candidates from different angles to select a suitable and right one for the right position. There are many traits which they look up in a candidate, but the number of traits and the depth of those depends on the position's authority and importance which the candidate is going to hold. Following are the traits which generally they look for and you can relate these depend on the job you applied for and going to attend the interview. After reading and understanding these you should acquire and exercise these. The questions in the interview may penetrate through the outer layer of personality and they used as tools which find mental behaviors and inner views.

The moment the candidate enters the room (sometimes before that also) the direct observation and testing process starts. I try to arrange in the chronology of interview observation traits.

The Process & Types of Interview

The Process

The Interview is done from different angles like 3D. The process of it involves logical connections between themselves. The process depends on the type of interview, the vacancy, selection philosophy and the interviewer (Employer). Here is the general process of Interview and related tests.

Before conducting the interview there would be a written test to test the candidate.

They are likely to test on

- ✓ Aptitude
- ✓ Numerical ability
- ✓ Subject knowledge
- ✓ General knowledge
- ✓ Language
- ✓ Comprehension test

Attitude for Interview

Prepare mentally to crack it

Attitude for Interview

The biggest fault of the candidate is without knowing the job profile and the company he/ she attend interviews. Related questions arise from the answers of the previous questions. So the candidate can lead the entire process by directing the questions with the certain answers.

Ask yourself the two most important questions before applying.

- 1. Is it the correct job opening to be applied?*
- 2. Why do I be considered for this position?*

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 the duties you don't like will not be rewarded in the long run.

Telephonic Interview & Video Interview

Telephonic Interview is an effective method to measure candidate's communication and listening skills and it is a powerful tool for the employers to filter the applicants from a large pool to invite for a face to face interview. You may have a doubt that what is the need for a telephone interview, especially, when most of the information can be extracted during face to face interview-Of course, but there are many purposes. It meets its purposes by saving a lot of time, effort, and money. It is conducted to do a first level screening, where candidates are filtered based on their communication skills, to assess the applicant's level of interest, to cross-check the given factual information, to assess the Candidate level of understanding of the job description and his role to be performed. On the other hand, an opportunity for the candidate to ask relevant questions, to check expectations, to confirm the certain issues and also to fix the interview dates.

Behaviour & Body Language

Body language:

Body Language is as important as answering. In another way, we can say that it is more than other things. *Your words tell what you know, but your body tells all about you.* The behaviour & body language indicates your inner self and they play a major role in the selection process as well as in posting. So know about these in a brief to be successful in an interview.

- **Dress not only to impress but for express, for Success:** Interview is a more formal occasion as compared to daily meetings. (Remember that everything counts from the entrance to leave.) So, dress up should be more formal too, it indicates that you are seriously interested and want to impress the recruiter. You will never get a second chance to make a good impression, so, wear the neatly ironed and well-groomed dress; it makes a good impression that your mind is active and clean. Dressed up well, it indicates that you can make the available resources well. If they specified the dress code, you should go by wearing it. Wear light colours instead of dark colours, small checks instead of big checks.

End of Preview.

Rest of the book can be read @

<http://kinige.com/book/Interview+Is+An+Inner+View+Revised>

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