Chapter 2.

Personal Interview

How do I Introduce myself in a Personal Interview?

Initially there are suggestions and at the last is what I used to say in the interviews (so that you can relate the points)

- *First impression might not be the last impression. But first impression lasts!!* Greet your interviewer with "good morning/afternoon/evening sir/madam" (whichever is applicable).

There are two ways an interview might proceed. **Either you drive the interview or the interviewer does the job.** It's better to be the one in control rather than being controlled.

- **Never start with "Myself so and so".** Reflexive pronouns are used to refer to nouns which have been used in the sentence before. As you are starting a new sentence, use of myself is incorrect. Instead, start with "I am so and so"

- Mention the course you are pursuing, even though the interviewer might have your resume in front of him/her.

  incorrect: I am ***DOING*** electronics and communication engineering from "Danesh" institute of technology.

  correct: I am ***PURSUING*** electronics and communication engineering from "Danesh" institute of technology.

  You don't DO your degree. Have some respect for your degree.

- **State your positive qualities.** Just state them politely. Be prepared with instances to support your positives, but do not quote any instances unless asked to do so. *You could mention some special achievements which you want the interviewer to take note of.*

- You could **also state some principles/rules you strongly believe in**. I will quote mine in my intro at the last.

- Generally interviewers scan your resume for just 10-12 seconds. It is what you are speaking that they try to find in your resume. This happened quite a lot for many people. It was after I spoke, "I secured 100% marks in mathematics in class XII" that the interviewer re-scanned my resume to see that I had already put that in bold letters.

- **If you have work experience, mention it. But make sure you know your work inside out.** I cleared one interview round only on the basis of my knowledge and the work I did in my internships. And I made full use of the fact that I had work experience. (I had already made sure to answer every question the interviewer could think of)

- **Interviewer starts from where you end.** So, make sure to end your introduction at a point which you are quite confident in discussing.

- Last, but definitely not the least. **Always have a positive and a learning attitude.** Sounds common, but it makes a lot of difference. The interviewer should not think of you as arrogant, over-confident or cloistered. There are many people losing jobs over these traits in the HR round. You should show (and actually have) the will to learn.

My introduction:

Good morning sir.

- interviewer: good morning. please have a seat. (I take a seat) So, Mr. Parsa, tell me something about yourself.

I am *Behrooz Parsa. I am* ***pursuing*** *electronics and communication engineering from NSIT (speak your full college name in case of pool campus. The interviewer might not know your college's abbreviation).*

I have a ***positive attitude*** *towards life. I have* ***good analytical skills*** *(or aptitude). I scored* ***100% marks in mathematics*** *in class XII (The interviewer looks into my resume). I prefer to do* ***smart work*** *instead of hard work. I believe in achieving* ***maximum output*** *with minimum input. Having done* ***internships*** *at Iran telecom and its Systems, I have had exposure to the corporate world and find it fascinating. (generally in the amount of time given for intro, I was able to speak this much. If however, the interviewer still keeps looking at me silently for 2 seconds, then I add the point: "I learned quite a lot from my internships. (I am telling him to ask me questions from my internships. I am trying to lead the interview) I am inquisitive. I am* ***a learner****, I like to learn new things.")*

This is my intro. Don't try to make it yours. Everyone has a different story. I came up with my intro. So, no one can speak it with as much confidence as I can. **Prepare your own intro and make sure you can relate to it.**

These are some other tips. You might not read further if you are already bored.

- Try to be **concise** in your introduction.

- Try to **fit relevant information** in a few words.

- **Practice a lot.** Learn your intro like a chapter of social studies (my weakest subject, hence required rote learning). I worked up and rehearsed my intro quite a few times, specially before the interview. Because once you enter the interview room, you tend to forget things. Consciousness creeps in.

- **Do not try to crack jokes** in an interview room, unless, you have given up all hopes of the job or you can actually crack up good jokes.

- The above point does not mean you cannot smile. Instead, **make sure you do smile once or twice.** This tells the interviewer that you are confident and can handle stress.

- **Never reject your candidature!!** If an interviewer asks, "Why should I not select you? "

  Incorrect: "I am not a team player" "I have serious anger issues" "I might make wrong decisions which could lead to serious loss to the company"
  Correct: (seem perplexed) ummm.. (look aside for a moment. still the look of "baffled by the situation" on your face).. then say doubtfully, in a childlike manner, "sir, I don't see a reason why you should not select me. If there were any such reason, I would not have applied for your company." If the interviewer still persists, "no, give me a reason why should reject you". Then say politely, "sir, may be my performance in previous levels was not up to the mark. Or maybe some of the answers I gave you in the interview were not good enough." (You have just told him what he already knows. You are in the interview, because you performed well in previous rounds. And he is already judging you for your answers in the interview)

- **Work on your communication skills.** Correct usage of grammar with good fluency (make sure your words are clear when you speak) can also make a huge impact on the interviewer.

- Here are some another tips to tackle this question.

  1. Break it down into 3 parts – (1) your education, (2) your professional experience and (3) your interests. Here is an example:

  "My name is John Smith. I completed my graduation in Commerce from SV College of Commerce in Bristol in 2010. Prior to that, I did my schooling from London, and I graduated from GT International School in 2007 with 95% marks in the Commerce Stream, including 99% in Maths and Accountancy. Since graduation, I have been working at AB Financials as an Accounting Analyst. My role involves daily bank reconciliations, receivables management and generating reports from Timberland. I was recently awarded the Best Performer award in my team. Outside of work, I enjoy watching and playing cricket, and play for a local club as a wicketkeeper and opening batsman."

  2. Why split it into 3 parts?

  Because this focuses your introduction. There is a common tendency among candidates to lose focus and keep speaking till the interviewer stops them. Or, some candidates have such short introductions that they do not give the interviewer a chance to ask any follow on questions. Besides, if you have a broad structure in mind, you don't need to mug up any answers. Mugging up answers is the surest way to failure in an interview – the moment you forget something, you will become nervous and lose track for the rest of the interview.

3. How long should my introduction be?

Around 45-60 seconds is good.

4. Is the order of the 3 parts important?

Yes. You should speak about the most interesting aspect of your personality at the end. For many candidates, it is their interests (e.g. achievements in sports). If you feel your work experience is more relevant or if you have a great professional achievement you wish to highlight, feel free to put this last. Saving an interesting point for last means that it will definitely register on the interviewer's mind, and give him or her an opportunity to discuss that topic further. This is a great way to break the ice and speak on a topic of common interest.

After you Read:

A. Comprehension

For each item below, fill in the correct circle.

1. This reading is primarily about……..
   - Introduction in a business factory
   - Introduction at an interview
   - Finding a job
   - Requesting for finding new friend
2. According to the reading, never start with reflexive pronouns because…..
   - Reflexive pronouns just are used to refer to nouns
   - Reflexive pronouns are used to refer to adjectives
   - Reflexive pronouns are used to refer to special nouns
   - Reflexive pronouns are used to refer to undefined nouns
3. What this statement means: **Always have a positive and a learning attitude**
   - **You** should be selfish and full of arrogant
   - **You** never say something ahead and much words
   - You should be talkative and fun
   - You should display the things you have and eager learner
4. How could be so impressive on an interview?
   - Making structure in mind
   - Team working
   - Correct usage of grammar with good fluency
   - All of above
5. You should speak about the most interesting aspect of your personality…….
   - At first
   - At last
   - At the middle of interview
   - At the beginning of entering

B. Vocabulary

Find the best meaning of the words below and then complete the sentences.

Definitely	Politely	Nervous	Communication	Performance	Opportunity

- Maybe she was the one with the **…….**problem.
- I think you still need to rest more, but you're **……**getting better.
- I'm pleased you're giving me the **…….**to thank you.
- She **……**asked her mother for permission which was granted.
- I'm **……..**and jealous when you're around her, but I do trust you.

C. Translating

Translate the words below into Farsi.

Candidates:

Mugging up:

Reconciliations:

Issues:

Perplexed:

Consciousness:

Doubtfully:

Rehearsed:

Internships:

Attitude:

Pursuing:

Chapter 3.

Introducing an Organization