



**ADMINISTRATIVE MANAGEMENT COLLEGE**  
18<sup>th</sup> KM, Bannerghatta Road, Bangalore - 560083

**Interview Skills**

**Course Duration: 35 HRS**

**Introduction of the course:**

For young professionals entering into the job market, or for those who are seeking a new job for the first time in years, interviewing presents a challenging hurdle that must be crossed in order to find a job of any kind. While jobs have remained much the same over the past 20 years, interviewing and the interviewing process have changed drastically. Many people now have very specific requirements for even entry level positions, and there are more people looking for jobs than available jobs.

Students have to take steps to stand out, in their resume and cover letter, and during interview. If a student wants to succeed and get his/her ideal job, they have to master a range of interviewing skills including communication, body language, personal expression, and much more.

**Course Outcome**

- Effectively prepare for an interview
- How to answer common interviewing questions
- Be convincing, honest, and charismatic in an interview.
- What to and what not to ask
- Present oneself in a way that shows confidence
- Use communication and body language to give the impression you want
- Discover how to play to your strengths in an interview

**Eligibility:**

- Final year students of BBA/B Com can enrol for the course

**Course Syllabus**

**Module 1: The Basics of Interviewing**

- What Interviewers Want
- Research for the Interview

- What Leads to Success in Interviews?
- Common Mistakes
- Making a Contribution to the Interview

### **Module 2: Interviewing Psychology**

- Behavioural Interviewing
- Body Language
- Vocal Communication
- What's on Paper
- Being Unique

### **Module 3: Making the Right Impression**

- Appearance
- First Impressions Matter
- Confident
- Positive
- Controlling Nerves

### **Module 4: Planning and Preparation**

- Answering Common Job Interview Questions
- What to Take with you
- When to Get There
- Asking Questions
- Presentations

### **Module 5: Acing Your Interview**

- Meeting the Interviewer or Panel
- Communication Skills
- Dealing with Difficult Situations
- Showing Time Management Skills
- A Step by Step Checklist to Success

**By successfully completing this course, students will be able to:**

This course on Job Interviewing Skills will introduce students to the interviewing process, and teach how to prepare, plan, and act during an interview.

**What Interviewers Want** – Learn what interviewers are looking for and how to tailor ones approach to meet those needs without losing one's individuality.

**Interview Psychology** - Learn about how body language, tone of voice, and even gestures such as placing hands in your lap or steeping your fingers can change the outcome of the interview. More importantly, students will learn how to tailor their reactions to give the best impression.

**Making the Right Impression** – Learn how to make the right first impression so that interviewers will think about you favourably.