



RUKMINI DEVI

Institute of Advanced Studies

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- Category 'A' Institute
 - High Grading 81.7% by Joint Assessment Committee of GGSIPU & DHE, Govt. of NCT of Delhi.
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“Guest Lecture on Personal Interviews”

Topic :	Guest Lecture on “Personal Interviews” By Mr. Abhishek Srivastava, Business Development Manager, Synchroserve Global Private Limited; Ms. Kaveri Swarup, Training Manager, Synchroserve Global Private Limited, Ms. Anshul Kapoor, Assistant Manager, Synchroserve Global Private Limited, Mr. Mandeep Singh, Synchroserve Global Private Limited
Date of event :	February 9, 2011
Aim of the Event	Personal interview is a selection tool in the recruitment process by which organisations analyse the knowledge, skills, attitude & motivational level of prospective employees. An interview with a candidate helps in giving insight on what the thinks or appears to be thinking. This lecture aimed at chiseling these skills in students which could either make or break their future. For this same reason, this session was organized for the students of MBA.
Description of the event	The session started with the meaning of interview. Further, the speaker discussed at length the process of preparing for ran interview. He focused on two factors which should be kept in mind while preparing for an interview, namely, Common Interview Questions and Job Talk.

He also spoke of certain commonly asked questions in an interview like, Tell me about yourself, What can you do for us, Why this organisation, Why this job and so on.

A Job talk means that what the companies are asking for in terms of knowledge, skills and attitude. Having customised CVs can help in this regard. He asked students to go for an interview after doing a thorough research about the vital factors of the organisation, corporate culture and work atmosphere.

According to the speaker, the success mantras for an interview are to be confident, positive and courteous.

We certainly hope this session would be instrumental in reiterating the importance of good interviewing skill among future managers.