

# Chapter-31

## Appearing for an interview

### Worksheet

- 1) Why do you think interviews are important? Give their importance in around 100-150 words.
- 2) “To prepare to perform well, you must engage in some pre-interview activities.” What do you understand by pre-interview activities? Mention some pre-interview activities.
- 3) Mention and explain any 3 pre-interview activities in your own words.
- 4) What do you understand by face to face interview? Mention some important points that you must remember while sitting in an interview.
- 5) “One of the main aims of an interviewer is to assess the candidate’s attitude to work.” Do you agree? Explain your answer in around 150 words.
- 6) Imagine you have to appear for an interview, how will you answer the following questions.
  - Tell me about yourself.
  - Why do you want to work for us?
  - What are your greatest strengths and weaknesses?
  - What is your greatest achievement?
  - Where do you see yourself in 5 years?
- 7) Answer the following questions in your own words.
  - If you could change one thing about your personality, what would it be...
  - What does success mean to you?
  - What does failure mean to you?
  - Are you an organized person?
  - Do you manage your time well?
  - How do you handle change?
  - How do you make important decisions?
  - Do you work well under pressure?
- 8) Give brief points for your answer to the following questions:-
  - i) Why should the company hire you? \_\_\_\_\_
  - ii) What is important to you in a job? \_\_\_\_\_
  - iii) What are your greatest strengths? \_\_\_\_\_
- 9) Describe the following picture in about 150-200 words.



10) Read the following conversation and practice the dialogues on your own.

**Interviewee:** Good Morning, sir.

**Interviewer:** Good Morning. Please have a seat.

**Interviewee:** Thank you, sir.

**Interviewer:** Can you please introduce yourself?

**Interviewee:** I have just completed my MA in English from the University of Delhi. I have stood second class 2nd in order to merit. I have got my result last week and this is my first interview.

**Interviewer:** I see you are quite new. So, how can you cope with this position?

**Interviewee:** I am confident about my capabilities and my academic background fully matches with the responsibilities required for this position.

**Interviewer:** But everyone else in this position was well experienced. But if you give me this opportunity I will definitely try to work hard and prove myself.

**Interviewee:** Sir, experience is such a thing that can be gained only through lapse of time. And everyone has to start without any experience.

**Interviewer:** That's true. But I cannot experiment with this position because this is a very sensitive position.

**Interviewee:** I know that and I hope I would handle all these properly if I am given an opportunity.

**Interviewer:** Then we have to keep you on a trial basis for a month and mind that you will be given only a lump sum amount. If we find you suitable, then we will appoint you.

**Interviewee:** That will be great, sir. I will try my best to prove my worth.

**Interviewer:** So, can you join on next Tuesday?

**Interviewee:** No problem, sir.

**Interviewer:** That's fine. See you on Tuesday.

**Interviewee:** Thank you, sir.

**Interviewer:** Bye.

**Interviewee:** Bye.