

EFFECTIVE INTERVIEWS

PREPARATION

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Preparation for Effective Interviews

Preparation for effective interviews consisted of the following.

A. Mentally Prepared

- Positive thinking and open minded.
- Clear mind of what is required.
- On time for interview
- Proper dressing code and hair style for ladies and gentlemen
- Be Proactive (Questions to interviewer if unclear)

B. Information gathering on the Organisation

- Information on the company: size, subsidiaries etc.
- Products produced
- Local & overseas market
- Work force size, type

C. Documentation preparation

- Updated Resume
- Testimonials
- Industrial Training Report.
- Final Year Industrial Project (if available)

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Preparation for Effective Interviews

D. Interviewees contribution to areas of the manufacturing industries.

- Quality Improvement Programs implementation. (FMEA, MSA, Cpk studies)
- Process engineer for process improvement (DOE, SPC etc)
- Customer Logistics Planning
- Shipping Logistics and Inventory control
- Compensation and Benefits, recruitment in HR
- Production / Manufacturing processes (Value Stream Mapping)
- Purchasing
- Training of employees.
- Finance

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Preparation for Effective Interviews

E. Self Preparatory Questions.

- Tell me about yourself (a deadly question !)
- What are you good at doing ? (examples!)
- What are your strength and weakness ?
- How do you overcome your weakness ?
- What are your means of traveling ?.
- What can you contribute to this organisation ?
- What do you consider to be your greatest achievement?
- How would you react to a situation if your are given a task which takes 14 hrs to complete within half of the time ?
- How well do you handle studies pressure?

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Preparation for Effective Interviews

Q & A SESSION

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