



# ST FRANCIS DE SALES COLLEGE

Permanently Affiliated to Bangalore University | Electronics City, Bengaluru - 100

Accredited with NAAC "A" Grade || Recognised under 2(f) & 12(b) of the UGC Act  
A FRANSALIAN INSTITUTE OF HIGHER LEARNING

## Report on Orientation on Interview Skills

Title	Orientation on Interview Skills
Date of Event(s)	08/12/2020
Department / Association	BCOM
Venue	Classroom -101
Number of Participants	25

Resource Person(s) with qualification	Mr Karthik R
Books (if published)	Nil

Place of visit/ details of Industrial visit place (if applicable):	Nil
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### Detailed Report (minimum 500 words)

This orientation session is an introduction to interviewing skills for individuals who wish to attend an interview. The two hour session is aimed at information giving, advisory and fact-finding interviews. Supporting learners with their career development involves a wide range of people and activities from, learning about the world of work, gaining employability skills, developing an understanding of group dynamics, understanding their own motivation and drives, to developing their self-awareness and self-belief. Some of these activities can be very effectively achieved through group activities but others require a designated, one-to-one interview, where the learner is assured of your undivided attention, confidentiality and focus of attention on their development and future. The session is an introduction and awareness-raising session. To become proficient at attending interviews, students would need more practice, to gain feedback on skills and to undertake further development.

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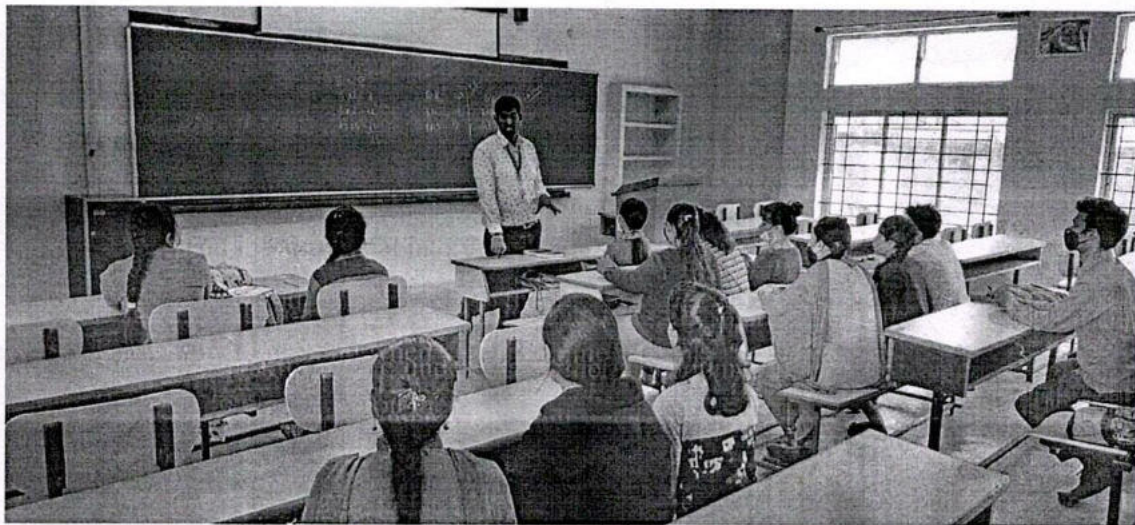




understanding of group dynamics, understanding their own motivation and drives, to developing their self-awareness and self-belief. Some of these activities can be very effectively achieved through group activities but others require a designated, one-to-one interview, where the learner is assured of your undivided attention, confidentiality and focus of attention on their development and future. The workshop is an introduction and awareness-raising session. To become proficient at interviewing, individuals would need more practice, to gain feedback on skills and to undertake further development.

Following tips were shared on improving the Interviewing skills:

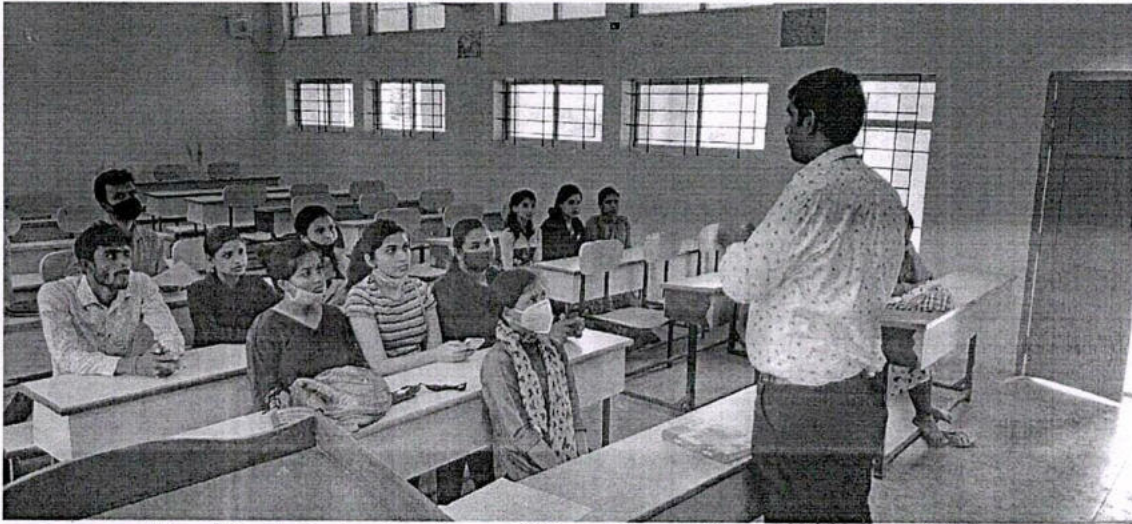
1. Know how to use the job description
2. Research the company
3. Review your resume
4. Prepare your outfit in advance
5. Practice for the interview
6. Prepare questions for the interviewer
7. Perform an informational interview
8. Be observant and listen closely to the interviewer
9. Know how to respond when you need time to think
10. Be polite to everyone you meet



Prof.Karthik interacting with Desalites

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Desalite students attending anOrientation session on Interview Skills

Name of the Reporter: Prof. Sonia Ashok  
(Placement Officer)

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