



UNIVERSITY COLLEGE OF COMMERCE & MANAGEMENT STUDIES

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3rd SEMESTER**

SUBJECT NAME
HUMAN RESOURCE MANAGEMENT

UNIT - III
**RECRUITMENT, SELECTION, INTERVIEW METHODS & PROCESS AND RESUME
PREPARATION**

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3.	Interview : Meaning, Definitions, Characteristics, Objectives, Guidelines, Techniques, Types, Process
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RECRUITMENT



RECRUITMENT

MEANING OF RECRUITMENT

- * **Recruitment** is a positive process of searching for prospective employees and stimulating them to apply for the jobs in the organization . When more persons apply for jobs then there will be a scope for recruiting better persons .
- * **Recruitment** is concerned with reaching out, attracting, and ensuring a supply of qualified personnel and making out selection of requisite manpower both in their quantitative and qualitative aspect .
- * It is the development and maintenance of adequate man-power resources .
- * This is the first stage of the process of selection and is completed with placement .



DEFINITIONS OF RECRUITMENT

- * **According to Edwin B. Flippo,** “Recruitment is a process of searching for prospective employees and stimulating and encouraging them to apply for jobs in an organization .”
- * **According to Dale Yoder,** “Recruitment is the process to discover the sources of manpower to meet the requirements of the staffing schedule and to employ effective measures for attracting that manpower in adequate numbers to facilitate effective selection of an efficient working force .”
- * **According to Kempner,** “Recruitment forms the first stage in the process which continues with selection and ceases with the placement of the candidates .”



CHARACTERISTICS OF RECRUITMENT

- * 1. It is a searching and attracting function
- * 2. Recruitment is not a selection
- * 3. It is a linking activity
- * 4. It is a process of series of activities like recruitment policy, sources of recruitment, technique of tapping those sources and evaluation of those sources etc.
- * 5. It is pervasive function
- * 6. It is one of the functions of personnel management



OBJECTIVES OF RECRUITMENT

* The Objectives of Recruitment are as follows :

* 1. To attract people with multi-dimensional skills and experiences those suit the present and future organizational strategies .

* 2. To instruct outsiders with a new perspective to lead the company .

* 3. To infuse fresh blood at all levels of the organization .

* 4. To develop an organizational culture that attracts competent people to the company .

* 5. To search or head hunt/head pouch people whose skills fit the company's values .

* 6. To devise methodologies for assessing psychological traits .

* 7. To seek out non-conventional development grounds of talent .

* 8. To search for talent globally and not just within the company .

* 9. To design entry pay that competes on quality but not on quantum .

* 10. To anticipate and find people for positions that does not exist yet .



IMPORTANCE OF RECRUITMENT

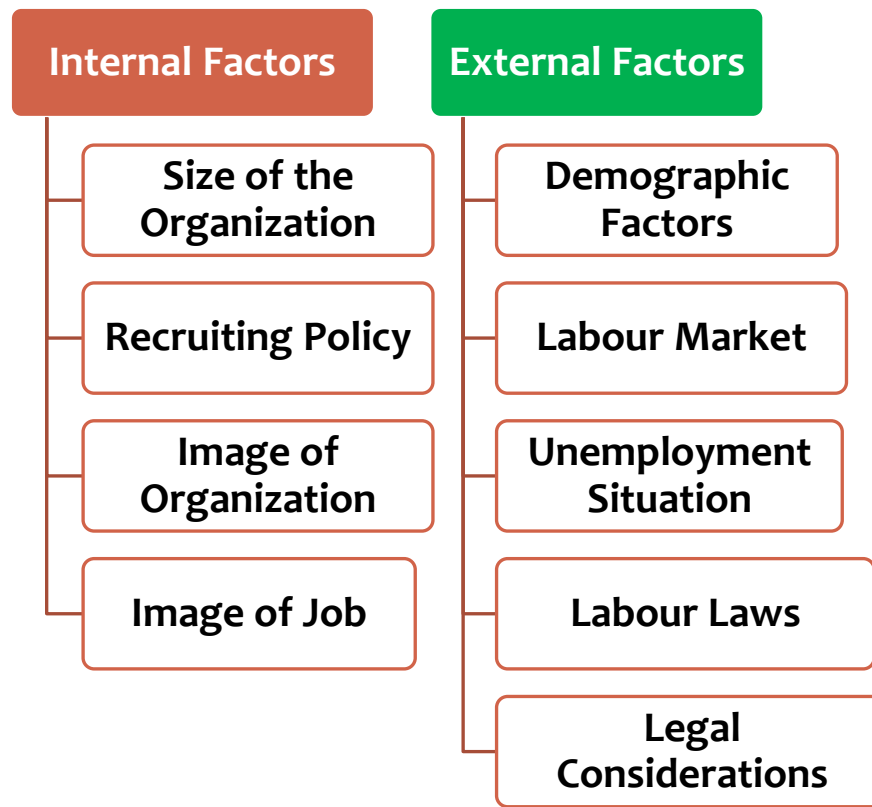
* The Importance of Recruitment are as follows :

- * 1. It helps the organization by finding the need for requirements by job analysis activities and personnel planning .
- * 2. To collect many job candidates with less cost .
- * 3. It helps to organize application by dividing them by underqualified or overqualified, to increase the possibility of increasing and choosing the successful person to the right place .
- * 4. Employing new and better-qualified staff often the only effective long-term strategy for improving operational performance .
- * 5. Capabilities and commitment of employees ensure an organization's success .
- * 6. Raise organizational and individual value in the short term and long term .
- * 7. It helps in reducing the probability
- * 8. To evaluate the effectiveness of various recruitment techniques .



FACTORS INFLUENCING RECRUITMENT

* There are a number of factors that affect Recruitment :



INTERNAL FACTORS AFFECTING RECRUITMENT

- * The Internal Factors also called endogenous factors are the factors within the organization that affect recruiting personnel in the organization . Some of those are mentioned here :
- * **1. Size of the Organization :** The size of an organization affects the recruitment process . Experience suggests that larger organizations find recruitment less problematic than organizations with smaller in size .
- * **2. Recruiting Policy :** The recruiting policy of the organization i.e. recruiting from internal sources and from external sources also affects recruitment process . Generally, recruiting through internal sourcing is preferred, because own employees know the organization and they can well fit into the organization's culture .

INTERNAL FACTORS AFFECTING RECRUITMENT (CONTINUE)

- * **3. Image of Organization :** Image of Organization is another internal factor having its influence on the recruitment process of the organization . Good image of the organization earned by a number of overt and covert actions by management helps attract potential and competent candidates . Managerial actions like good public relations, rendering public services like building roads, public parks, hospitals and schools help earn image or goodwill for the organization . That is why blue chip companies attract large number of applications .
- * **4. Image Of Job :** Just as image of organization affects recruitment so does the image of a job also . Better remuneration and working conditions are considered the characteristics of good image of a job . Besides, promotion and career development policies of organization also attract potential candidates .

EXTERNAL FACTORS AFFECTING RECRUITMENT

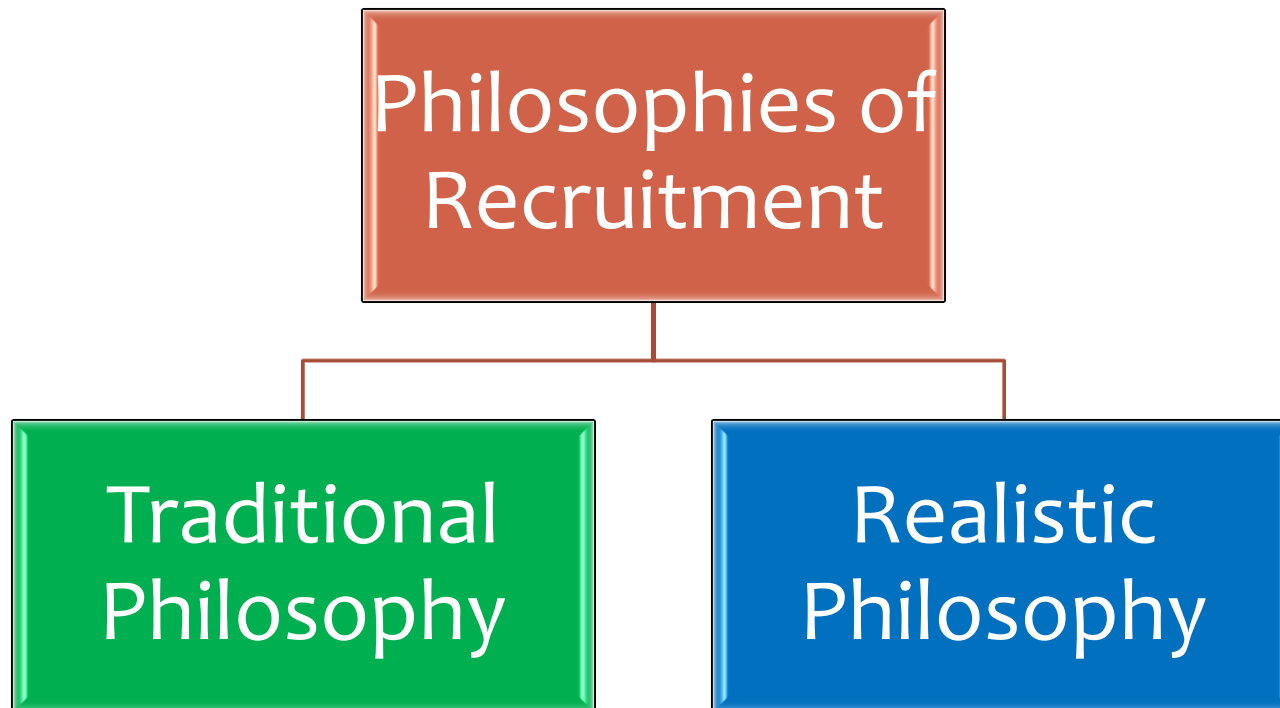
- * Like Internal Factors, there are some factors external to organization which has their influence on recruitment process . Some of these are given below :
- * **1. Demographic Factors :** As demographic factors are intimately related to human beings, i.e. employees, these have profound influence on recruitment process . Demographic factors include sex, age, literacy, economic status etc.
- * **2. Labour Market :** Labour Market conditions i.e. supply and demand of labour is of particular importance in affecting recruitment process . For example, if the demand for a specific skill is high relative to its supply, recruiting employees will involve more efforts . On the contrary, if supply is more than demand for a particular skill, recruitment will be relatively easier .

EXTERNAL FACTORS AFFECTING RECRUITMENT (CONTINUE)

- * **3. Unemployment Situation :** The rate of unemployment is yet another external factor having its influence on the recruitment process . When the unemployment rate in a given area is high, the recruitment process tends to be simpler . The reason is not difficult to seek . The number of applicants is expectedly very high which makes easier to attract the best qualified applicants . The reverse is also true . With a low rate of unemployment, recruiting process tends to become difficult .
- * **4. Labour Laws :** There are several labour laws and regulations passed by the Central & State Governments that govern different types of employment . These cover working conditions, compensation and safety & health of employees in industrial undertakings . Several acts such as Employment Exchange Act, 1959, the Apprentices Act, 1961, the Factories Act, 1948 & the Mines Act, 1952 deal with recruitment .
- * **5. Legal Considerations :** Another external factor is legal considerations with regard to employment . Reservation of jobs for the Scheduled Castes, Scheduled Tribes and Other Backward Classes (OBCs) is the popular example of such legal consideration .

PHILOSOPHIES OF RECRUITMENT

- * There are basically two philosophies of Recruitment :

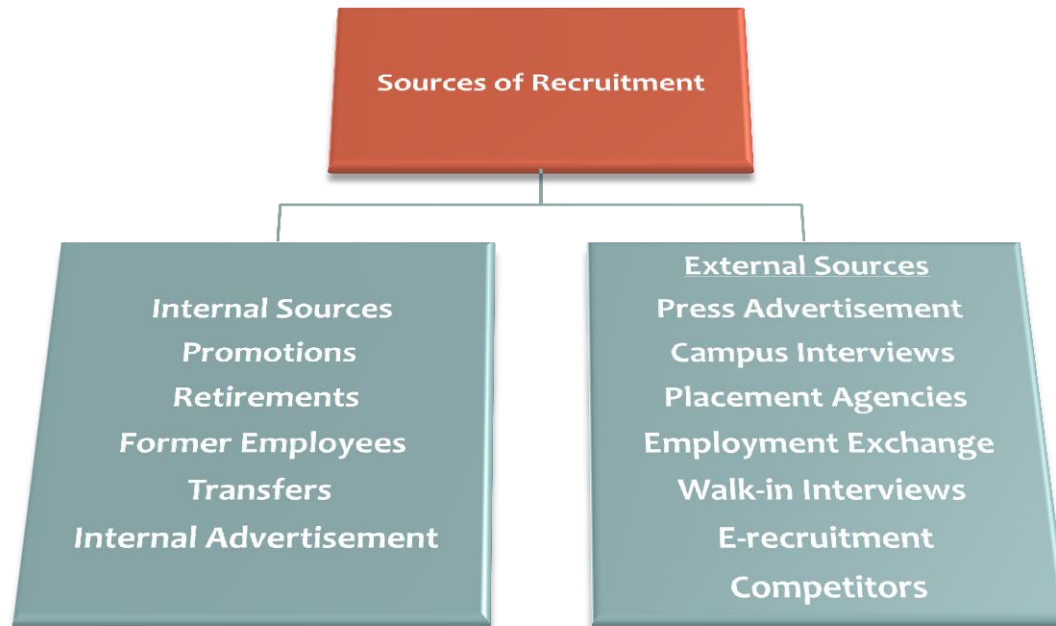


PHILOSOPHIES OF RECRUITMENT (CONTINUE)

- * **1. Traditional Philosophy :** The Traditional Philosophy is to get as many people as possible to apply for the job . As a result of this, a large number of seekers apply for the job, which makes the final selection process difficult and can result in the selection of wrong candidates . Wrong selection can, in turn, lead to employee dissatisfaction and high turnover in the long run .
- * **2. Realistic Philosophy :** In realistic philosophy, the seeds of the organization are matched with the seeds of the applicants, which enhances the effectiveness of the recruitment process . In realistic philosophy, the employees who are recruited will stay in the organization for a longer period of time and will perform at a higher level of effectiveness .

SOURCES OF RECRUITMENT

- * The eligible & suitable candidates required for a particular job are available through various sources . These sources of recruitment can be divided into two categories :



INTERNAL SOURCES OF RECRUITMENT

- * **1. Promotions :** The promotion policy is followed as a motivational technique for the employees who work hard and show good performance . Promotion results in enhancements in pay, position, responsibility and authority .The important requirement for implementation of the promotion policy is that the terms, conditions, rules and regulations should be well defined .
- * **2. Retirements :** The retired employees may be given the extension in their service in case of non-availability of suitable candidates for the post .
- * **3. Former Employees :** Former Employees who had performed well during their tenure may be called back, and higher wages and incentives can be paid to them .
- * **4. Transfer :** Employees may be transferred from one department to another wherever the post becomes vacant .
- * **5. Internal Advertisement :** The existing employees may be interested in taking up the vacant jobs . As they are working in the company since long time, they know about the specification and description of the vacant job . For their benefit, the advertisement within the company is circulated so that the employees will be intimated .

EXTERNAL SOURCES OF RECRUITMENT

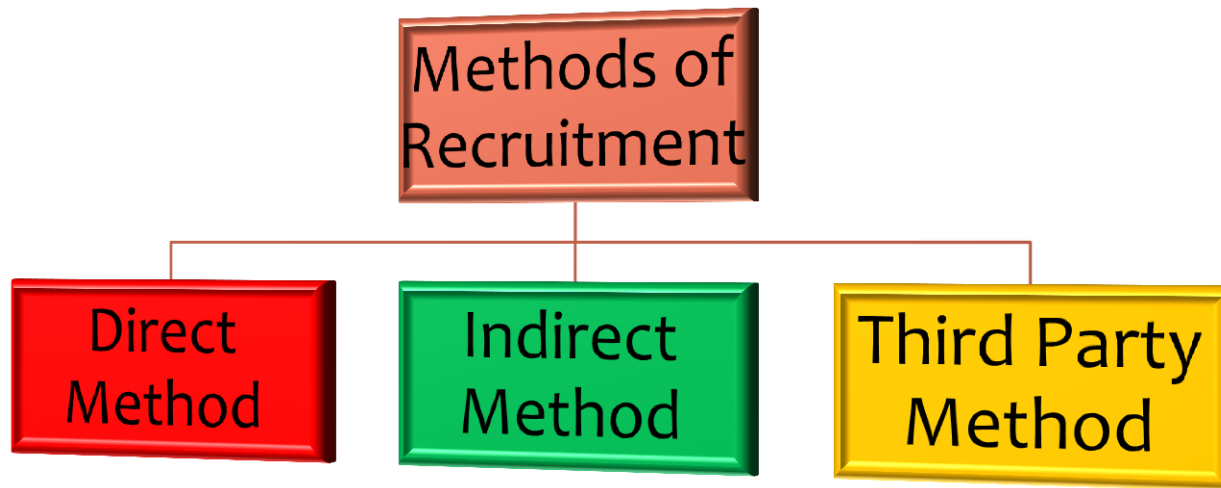
- * **1. Press Advertisement :** A wide choice for selecting the appropriate candidate for the post is available through this source . It gives publicity to the vacant posts and the details about the job in the form of job description and job specification are made available to public in general .
- * **2. Campus Interviews :** It is the best possible method for companies to select students from various educational institutions . It is easy and economical . The company officials personally visit various institutes and select students eligible for a particular post through interviews . Students get a good opportunity to prove themselves and get selected for a good job .
- * **3. Placement Agencies :** A databank of candidates is sent to organizations for their selection purpose and agencies get commission in return .

EXTERNAL SOURCES OF RECRUITMENT (CONTINUE)

- * **4. Employment Exchange :** People register themselves with government employment exchanges with their personal details . According to the needs and request of the organization, the candidates are sent for interviews .
- * **5. Walk-in Interviews :** These interviews are declared by companies on the specific day and time and conducted for selection .
- * **6. E-recruitment :** Various sites such as jobs.com, naukri.com and monster.com are the available electronic sites on which candidates upload their resume and seek the jobs .
- * **7. Competitors :** By offering better terms and conditions of service, the human resource managers try to get the employees working in the competitor's organization .

METHODS OF RECRUITMENT

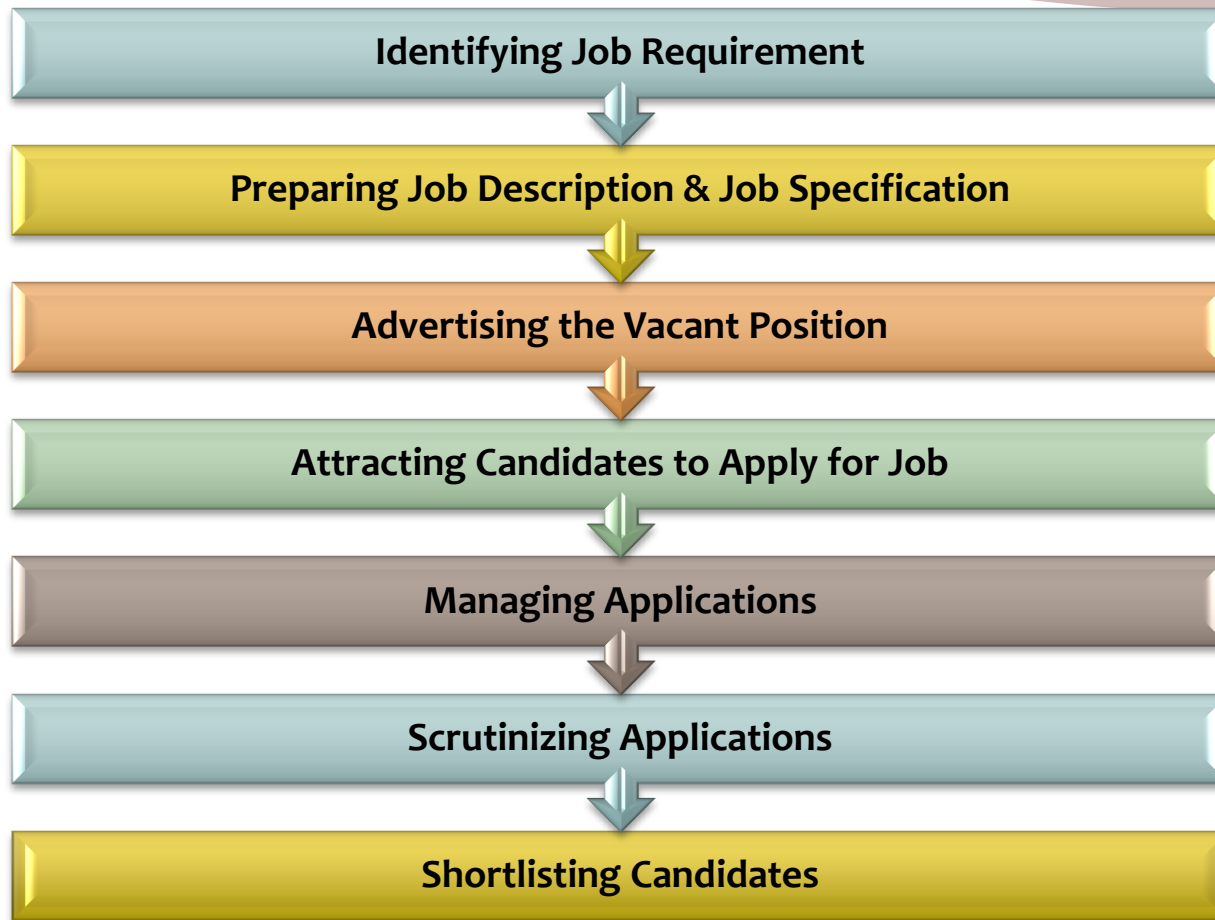
- * Dunn & Stephen have broadly classified methods of recruitment into 3 categories :



METHODS OF RECRUITMENT (CONTINUE)

- * **1. Direct Method :** In this method, the representatives of the organization are sent to the potential candidates in the educational and training institutes . They establish contacts with the candidates seeking jobs . These representatives work in cooperation with placement cells in the institutions .
- * **2. Indirect Method :** Indirect Methods include advertisements in newspapers, on the radio and television, in professional journals, technical magazines etc. This method is useful when Organization does not find suitable candidates to be promoted to fill up the higher posts and the organization wants to fill up scientific, professional and technical posts .
- * **3. Third Part Method :** This include the use of private employment agencies, management consultants, professional bodies/associations, employee referral/recommendations, voluntary organizations, trade unions, data banks, labour contractors etc. to establish contact with the job-seekers .

PROCESS OF RECRUITMENT



PROCESS OF RECRUITMENT (CONTINUE)

- * **1. Identifying Job Requirement :** The Recruiter first recognizes the job opening regarding the department in which the vacancy is, number of vacancies and urgency of hiring .
- * **2. Preparing Job Description & Job Specification :** The next step is making a job description disclosing the job-related details like designation, location, duties to be performed and required experience . The recruiter also chalks out the job specification having information regarding the skills, qualification, the area of expertise, etc.
- * **3. Advertising the Vacant Position :** A job vacancy is advertised through newspapers, brochures, job portals, consultancies, etc. It ensures that the maximum number of relevant candidates can apply for the job .

PROCESS OF RECRUITMENT (CONTINUE)

- * **4. Attracting Candidates to apply for the Job :** The recruiter needs to provide proper assistance and guidance to the candidates willing to apply for the job .
- * **5. Managing Applications :** The recruiter has to arrange the applications in an orderly manner to simplify the task of scrutinising them .
- * **6. Scrutinising Applications :** Next step is the initial investigation of the applications to go through the candidate's profile thoroughly .
- * **7. Shortlisting Candidates :** By scrutinising the applications, candidates with the matching profile are picked out for the process of selection .

CHALLENGES FACED BY RECRUITER IN RECRUITMENT

* The various challenges of Recruitment are :

- * 1. Attract people with multi-dimensional experiences and skills .
- * 2. Induct outsiders with a new perspective to lead the company .
- * 3. Infuse fresh blood at every level of the organization .
- * 4. Develop a culture that attracts people to the company .
- * 5. Locate people whose personalities fit the company's values .
- * 6. Devise methodologies for assessing psychological traits .
- * 7. Seek out unconventional development ground of talent .
- * 8. Search for talent globally and not just within the country .
- * 9. Design entry pay that competes on quality and not quantities .
- * 10. Anticipate and find people for positions that do not exist yet .



SELECTION

CANDIDATE SELECTION



MEANING OF SELECTION

- * **Selection** is the process of selecting a qualified person who can successfully do a job and deliver valuable contributions to the organization .
- * A selection system should depend on job analysis . This ensures that the selection criteria are job related and will provide meaningful organizational value .
- * **Selection** might be defined as careful screening of recruited candidates through testing and interviewing them with a view to discovering 'best-fits' from among them for assignment to various jobs in the organization .



DEFINITIONS OF SELECTION

- * There are various authors who defined the meaning of Selection :
- * According to Dale Yoder, “Selection is the process in which candidates for employment are divided into classes – those who are to be offered employment and those who are not .”
- * According to Weihrich & Koontz, “Selecting Manager is choosing from among the candidates the one who best meets the position requirements .”
- * According to Thomas Stone, “Selection is the process of differentiating between applicants in order to identify and hire those with a greater likelihood of success on the jobs .”



CHARACTERISTICS OF SELECTION

- * 1. It is an expensive process
- * 2. It is a time consuming process
- * 3. It is a negative function
- * 4. It is preceded by recruitment
- * 5. It depends on Job Analysis



ESSENTIALS OF SELECTION

- * The procedure of Selection would be successful if it satisfies the following requirements :
- * 1. There should be sufficient number of applicants from whom the required number of candidates may be selected .
- * 2. There should be some person who is assigned the authority to select . The authority is given on the basis of type of persons to be selected and the nature of work they will take up .
- * 3. There should be some standard with which a prospective employee may be compared .



PRINCIPLES OF SELECTION POLICY

- * **The following principles must be followed in the procedure of Selection :**
- * 1. Selection should be transparent and unbiased .
- * 2. Job First & Person Second
- * 3. Equal treatment to all
- * 4. It should be according to selection standard
- * 5. It should be according to organizational needs
- * 6. It should follow government rules & regulations .
- * 7. It should be simple, clear, independent & flexible .
- * 8. It should ensure that the most competent and qualified candidates will enter into organization .



OBJECTIVES OF SELECTION

* The objectives of Selection are as follows :

* 1. To weed out ineligible employees from the list of potential hires .

* 2. To sort out candidates who have the likelihood of success on the jobs .

* 3. To staff the organization with qualified and high calibre candidates .

* 4. To reduce the burden of interviewing every single candidate and reduce cost of recruitment .

* 5. To evaluate the success of recruitment process .

* 6. To predict potential job performance .

* 7. To compare candidates and find 'the best fit .'

* 8. To provide information of other HRM processes .

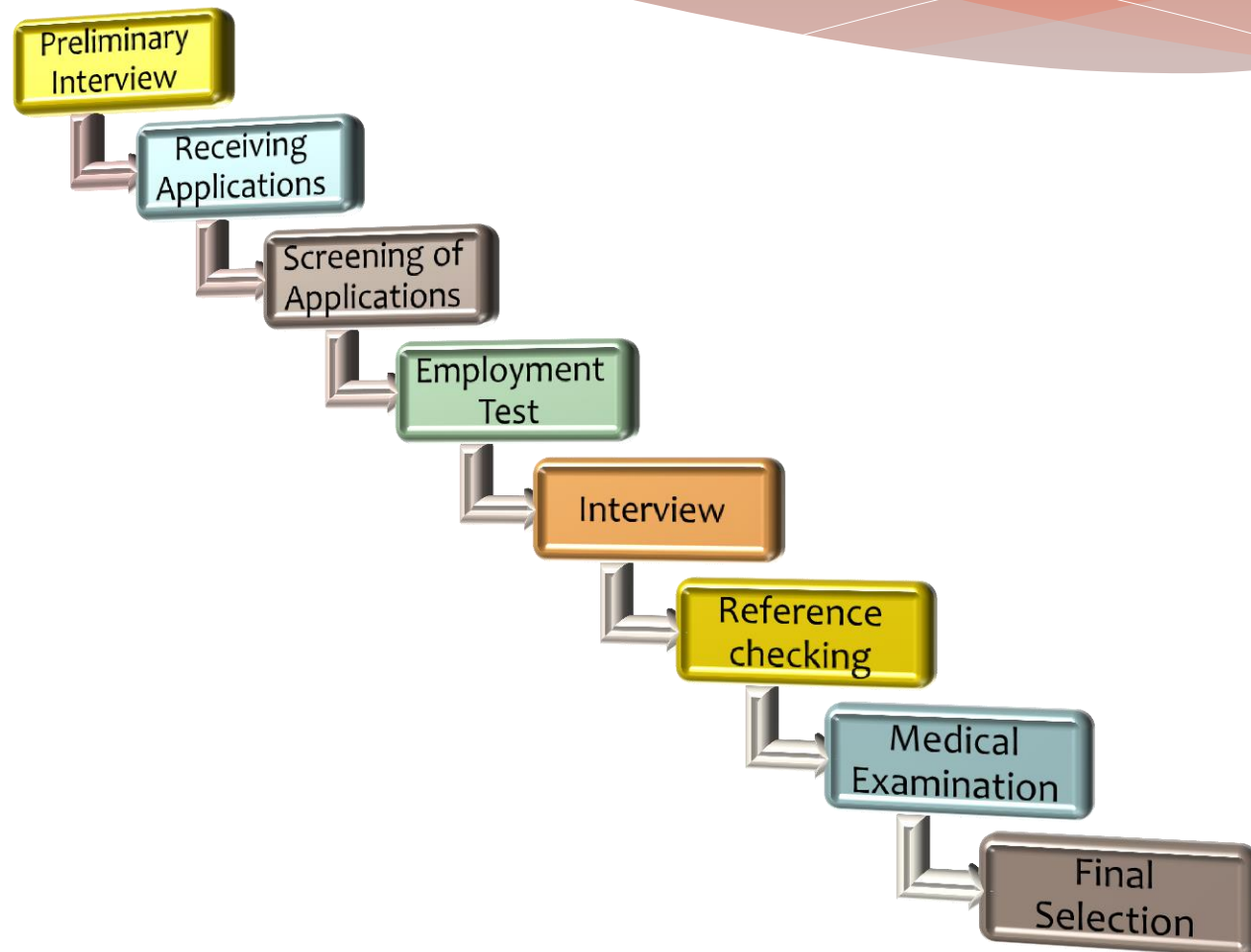


IMPORTANCE OF SELECTION

- * 1. Helps to get a proper candidate
- * 2. Help to increase success rate of individual and organization
- * 3. Help to reduce the probability of turnover
- * 4. Help to get organization legal and social obligations
- * 5. Helps to increase organization and individual effectiveness
- * 6. Helps in increasing the economic value of better employees
- * 7. Helps in increasing the overall performance of the organization
- * 8. Helps to create a pool of potential employees



PROCESS OF SELECTION



PROCESS OF SELECTION (CONTINUE)

- * **1. Preliminary Interview :** The preliminary interview is also called as a screening interview wherein those candidates are eliminated from the further selection process who do not meet the minimum eligibility criteria as required by the organization . Here, the individuals are checked for their academic qualifications, skill sets, family backgrounds and their interest in working with the firm . The preliminary interview is less formal and is basically done to weed out the unsuitable candidates very much before proceeding with a full-fledged selection process .
- * **2. Receiving Applications :** Once the individual qualifies the preliminary interview, he is required to fill in the application form in the prescribed format . This application contains the candidate data such as age, qualification, experience, etc. This information helps the interviewer to get the fair idea about the candidate and formulate questions to get more information about him .

PROCESS OF SELECTION (CONTINUE)

- * **3. Screening of Applications :** Once the applications are received, these are screened by the screening committee, who then prepare a list of those applicants they find suitable for the interviews . The shortlisting criteria could be the age, sex, qualification, experience of an individual . Once the list is prepared, the qualified candidates are called for the interview either through a registered mail or e-mails .
- * **4. Employment Tests :** In order to check the mental ability and skill set of an individual, several tests are conducted . Such as intelligence tests, aptitude tests, interest tests, psychological tests, personality tests, etc. These tests are conducted to judge the suitability of the candidate for the job .

PROCESS OF SELECTION (CONTINUE)

- * **5. Employment Interview :** The one on one session with the candidate is conducted to gain more insights about him . Here, the interviewer asks questions from the applicant to discover more about him and to give him the accurate picture of the kind of a job he is required to perform . Also, the briefing of certain organizational policies is done, which is crucial in the performance of the job . Through an interview, it is easier for the employer to understand the candidate's expectations from the job and also his communication skills along with the confidence level can be checked at this stage .
- * **6. Checking References :** The firms usually ask for the references from the candidate to cross check the authenticity of the information provided by him . These references could be from the education institute from where the candidate has completed his studies or from his previous employment where he was formerly engaged . These references are checked to know the conduct and behaviour of an individual and also his potential of learning new jobs .

PROCESS OF SELECTION (CONTINUE)

- * **7. Medical Examination :** Here the physical and mental fitness of the candidate are checked to ensure that he is capable of performing the job . In some organizations, the medical examination is done at the very beginning of the selection process while in some cases it is done after the final selection . Thus, this stage is not rigid and can take place anywhere in the process . The medical examination is an important step in the selection process as it helps in ascertaining the applicant's physical ability to fulfill the job requirements .
- * **8. Final Selection :** Finally, the candidate who qualifies all the rounds of a selection process is given the appointment letter to join the firm .

DIFFERENCE BETWEEN RECRUITMENT & SELECTION

Basis	Recruitment	Selection
Meaning	It is an activity of establishing contact between employers and applicants .	It is a process of picking up more competent and suitable employees .
Objective	It encourages large number of candidates for a job .	It attempts at rejecting unsuitable candidates .
Process	It is a simple process	It is a complicated process .
Hurdles	The candidates have not to cross over many hurdles .	Many Hurdles have to be crossed .
Approach	It is a positive approach	It is a negative approach
Sequence	It proceeds selection	It follows recruitment
Economy	It is an economical method	It is an expensive method
Time Consuming	Less Time is required	More time is required

INTERVIEW



INTERVIEW

MEANING OF INTERVIEW

- * The Interview is the heart of the employment process . Interviewing is considered to be the most useful selection method. The Interview is a conversation with a purpose .
- * It is also known as employment interview, is a formal, in-depth conversation conducted to evaluate the acceptability of candidates for employment .
- * Its aim is to discover those aspects of an applicant which may not be disclosed by other methods .

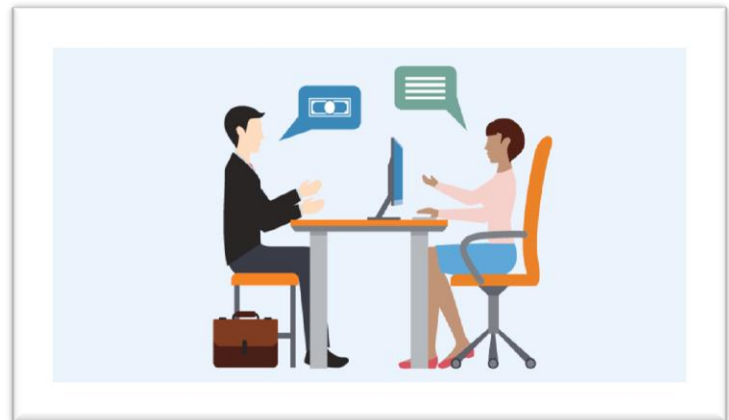


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DEFINITIONS OF INTERVIEW

- * There are various authors who defined the meaning of Interview :
- * According to Bingham Moore and Gustad, “An Interview is a conversation directed to definite purpose other than satisfaction in the conversation itself . There is a give and take between the Interviewer and Interviewee and much of the interaction between these two is carried on by gestures, postures, facial expression and other communicative behaviour .”
- * According to Scott & Others, “An Interview is a purposeful exchange of ideas, the answering of questions and communication between two or more persons .”
- * According to Jucius Michael, “An Interview is a face to face, oral, observational and personal appraisal method .”



CHARACTERISTICS OF INTERVIEW

- * According to Black & Champion, the characteristics of Interview are as follows :
- * 1. Personal Communication between two persons .
- * 2. Equal Status
- * 3. Questions are asked and responses received verbally .
- * 4. Information is recorded by the Interviewer
- * 5. The relationship between Interviewer & Interviewee is mandatory
- * 6. The Interview is not necessarily limited to two persons
- * 7. Flexibility in the format of the interview



OBJECTIVES OF INTERVIEW

- * 1. To get an opportunity to judge on applicant's qualifications and characteristics as a basis for sound selection and placement .
- * 2. To give an applicant essential facts about the job and the company in order to enable him to decide intelligently whether he should or should not accept the employment .
- * 3. To establish a rapport, or a feeling of mutual understanding and confidence, between the personnel department and the applicant who is to be employed .
- * 4. To promote goodwill towards the company whether the interview culminates in employment or not .
- * 5. To solve problems such as when counselling a student conferring with a career guidance person or discussing a grievance with a superior .
- * 6. To get a real feel of the candidate, observe his appearance, mannerisms, confidence and typical ways of reacting to questions of various sorts .
- * 7. To find out why an employee is leaving the company and seeking job elsewhere .



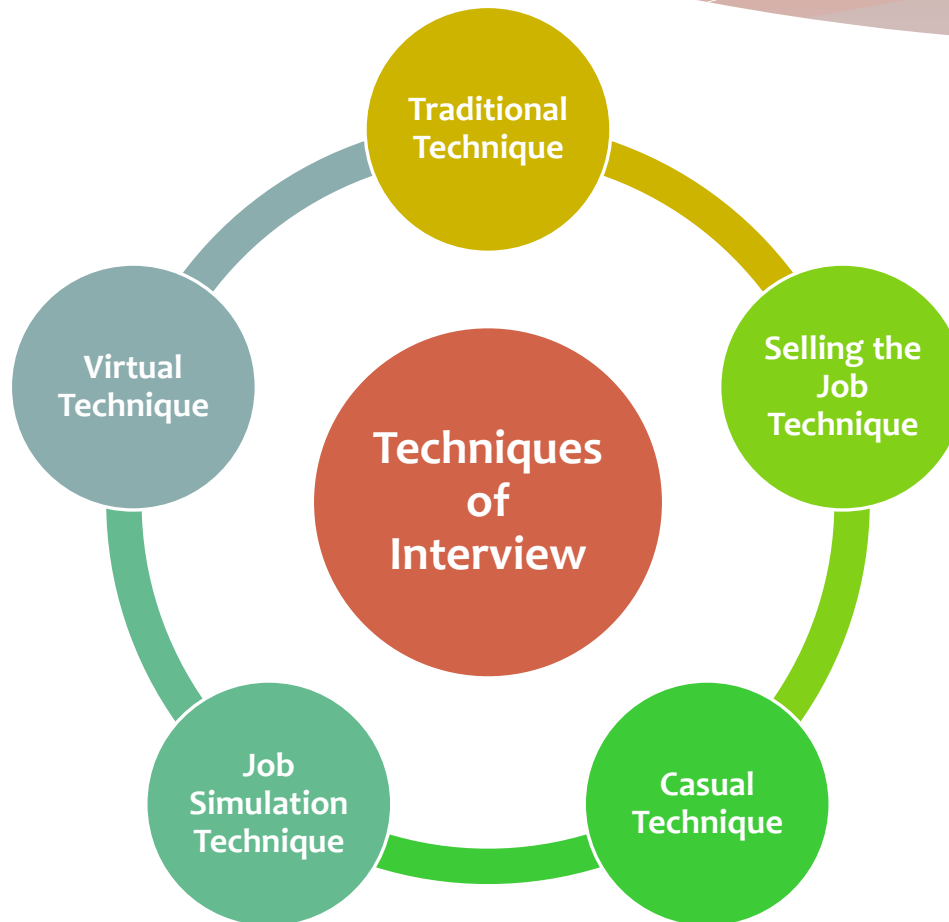
GUIDELINES FOR EFFECTIVE INTERVIEW

* **There are various guidelines that can make interview more effective :**

- * 1. The interview should have a definite time schedule known to both the interviewers and the interviewee .
- * 2. Interview should be conducted by the competent, trained and experienced interviewers .
- * 3. The interviewers should be supplied with specific set of guidelines for conducting interview .
- * 4. The interviewers should ensure an element of privacy for the interviewee .
- * 5. A Resume for all the candidates to be interviewed should be prepared and the same be made available to the interviewers before the interview starts .
- * 6. The interview should not end abruptly but it should come to close tactfully providing satisfaction to the interviewee .
- * 7. The interviewers should show their sensitivity to the interviewee's sentiments and also sympathetic attitude to him/her .



TECHNIQUES OF INTERVIEW



TECHNIQUES OF INTERVIEW (CONTINUE)

- * **1. Traditional Interview Technique :** This is an interview based on discovering how the perspective employee acted in specific employee related situations . The idea behind this is that past performance predicts future performance . In a traditional interview the job candidate is asked a series of questions which are fairly generic .
- * **2. Job Simulation Technique :** Job Simulation is the most popular innovative interview technique . Job Simulations are becoming increasingly popular among employers because they help companies predict if a candidate good fit for a role more accurately . In a Job Simulation, a candidate is asked to complete a task they would actually do if they were hired .

TECHNIQUES OF INTERVIEW (CONTINUE)

- * **3. Casual Interview Technique :** Another popular interview technique is a so-called casual interview . With a Casual Interview technique, a candidate is being interviewed outside the office, usually over a meal . Inviting candidates for breakfast, lunch or dinner offers a unique opportunity to observe candidates in a more casual setting .
- * **4. Virtual Interview Technique :** A Virtual Interview technique is a modern technique that leverages video technology to allow the discussion to take place remotely . Rather than meeting face-to-face, the hiring manager and candidate will connect with each other online using video software .
- * **5. “Selling the Job” Interview Technique :** This Interview technique is used when you have a high level, top class candidate . It encompasses many different tactics, such as highlighting promotional opportunities, underscoring the company’s benefits, providing interesting details about the company’s history, mission, vision and the future plans, emphasizing the amazing company culture etc.

TYPES OF INTERVIEW



TYPES OF INTERVIEW (CONTINUE)

- * **1. Telephonic Interview :** A Telephonic Interview is an interview for employment conducted on the phone . Telephonic Interview are often used to screen candidates in order to narrow the pool of applicants who will be invited for in-person interviews .
- * **2. Face-to-Face Interview :** This is also known as **in-person interview** . In this interview, the candidate & the interviewer meets face-to-face . The main concept of this interview is that to build rapport with the interviewer and show how the qualifications will benefit their organization .

TYPES OF INTERVIEW (CONTINUE)

- * **3. Structured Interview :** A Structured Interview is also known as a standardized interview or a researcher-administered interview . In Structured Interview, the Interviewer has a pre-prepared set of questions (in the form of questionnaire) which he/she reads to the interviewee . They are not allowed to deviate from the set questions except to clarify the meaning of the question .
- * **4. Unstructured Interview :** An Unstructured Interview or non-directive interview is an interview in which questions are not prearranged . This is an Interview which does not use any set questions . Instead the Interviewer has a topic area and talks to the interviewee in a conversational way .

TYPES OF INTERVIEW (CONTINUE)

- * **5. Panel Interview :** A Panel Interview is a job interview in which an applicant answers questions from a group of people who then make the hiring decision . Hiring Managers use panel interviews to gain perspective from other people in the organization and occasionally those outside the organization .
- * **6. Group Interview :** A Group Interview consists of a single interviewer interviewing multiple candidates at the same time . The main purpose of this interview is to see how the interviewer interacts with others and how he or she influences others with knowledge and reason .

PROCESS OF INTERVIEW

Preparation
for the
Interview



Coverage



Conducting
the Interview

PROCESS OF INTERVIEW (CONTINUE)

- * **1. Preparation for the Interview :** The advance preparation for interview is essential so as to decide about the vital aspects to be covered .
- * **Following Preparation is essential :**
- * **(a)** The type of interview to be conducted should be decided by taking into account the requirements and nature of job .
- * **(b)** Identify the knowledge and skill areas to be examined through interview .
- * **(c)** Decide the number of interviewers to be associated for the interview . The personal traits, technical competence, ability to inspire confidence etc., of the interviewers should be taken into account .
- * The interviewers from HR department, line managers, and specialists in the concerned area, academicians and psychologists should be preferred .

PROCESS OF INTERVIEW (CONTINUE)

* **2. Coverage :** The coverage of the life history during the interview is designed to provide the information regarding

* (a) experience and education

* (b) gaps in employment history

* (c) academic achievements

* (d) likes and dislikes

* (e) information on health, financial and domestic problems

* (f) marital status

* (g) extra-curricular activities

* **When the Candidate is answering questions, the interviewer can judge a number of traits such as :**

* (i) Sense of Humour

* (ii) Mannerism

* (iii) Quickness of reaction

* (iv) Fluency of Speech

* (v) Ability to organize thoughts

* (vi) Physical Vigour

* (vii) Appearance

* (viii) Cultural Level

* (ix) Shrewdness and Sophistication

* (x) Quick witticism

PROCESS OF INTERVIEW (CONTINUE)

- * **3. Conducting the Interview :** The purpose of the interview is to judge the knowledge and understanding of the candidate .
Conducting of Interview is a difficult task and there is a scope for committing mistakes during the process .
- * Interview should be opened with polite words and informal talks such as asking the candidate about his journey, difficulty in locating the office etc. It will create a sense of confidence in the candidate and he will feel easy .

RESUME PREPARATION



RESUME WRITING

...umes? The purpose of a resume is to c
... education related to a specific po
... with your first opportunity

MEANING OF RESUME

- * A **Resume** is a formal document that serves to show a person's career background and skills .
- * In most cases, it's created in order to help a candidate to land a new job .
- * A Resume consists of a professional summary, work history and education sections . It works like job hunt marketing document .
- * Resume, meaning summary, comes from French (though the French themselves call this document a CV) .

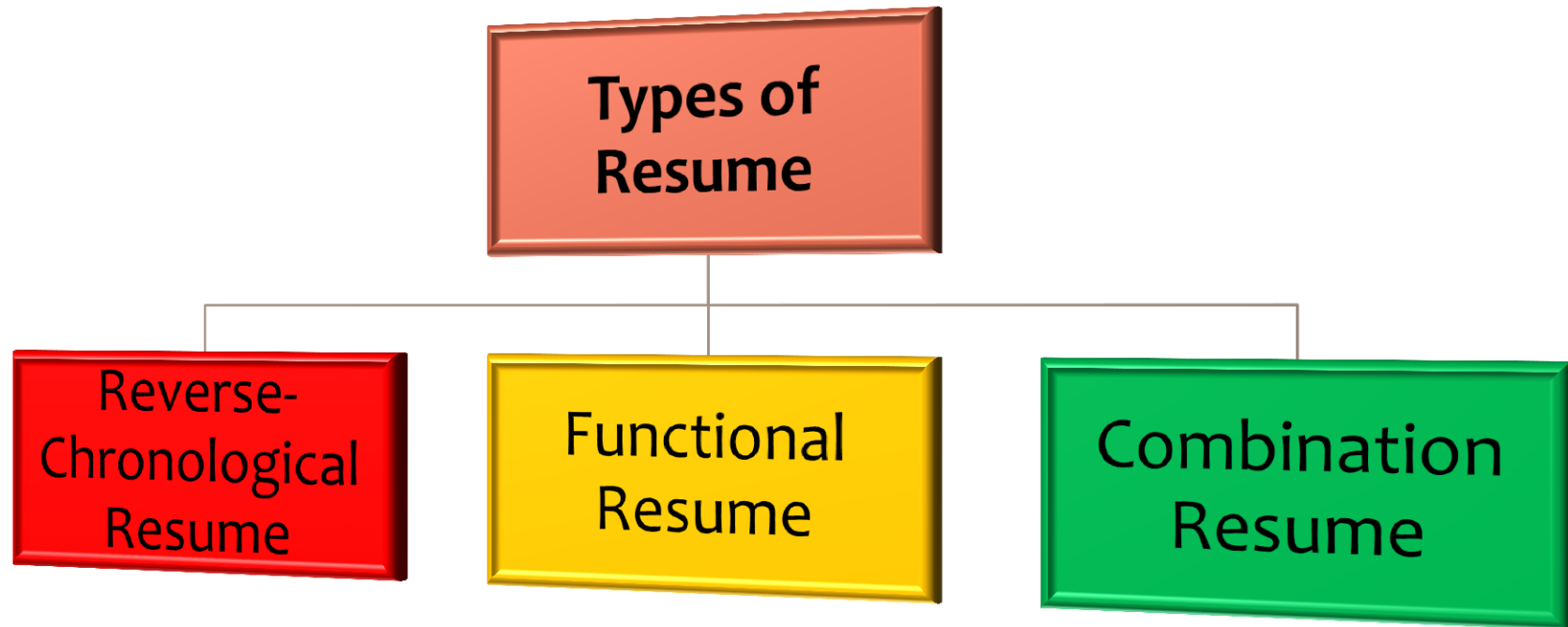
PURPOSE OF RESUME

- * **The Purpose of Resume is :**
- * 1. To introduce yourself to employers
- * 2. Presenting of Qualifications
- * 3. To secure an Interview
- * 4. To showcase the experience, education and skills
- * 5. To write your own personal narrative
- * 6. To quantifies the accomplishments
- * 7. To create talking points for a future interview
- * 8. Demonstrates what you can do for your future employer

FORMATTING TIPS OF RESUME

- * Follow this simple Resume Formatting tips which it can get an attractive look :
- * 1. Set **one-inch margins** on each side of the page .
- * 2. Go for single or 1.15 line spacing .
- * 3. Use the legible **font for a resume** and keep it 11 or 12pt .
- * 4. Present your contact information in a separate **resume header** .
- * 5. Divide your document into easy-to-navigate **resume sections** .
- * 6. Describe your experience in the form of bullet points .
- * 7. Leave enough white space for a balanced **resume layout** .

TYPES OF RESUME



TYPES OF RESUME (CONTINUE)

- * **1. Reverse-chronological Resume :** A classic format known to most recruiters and your best choice in most situations . It puts your recent or current experience upfront and promotes your proudest achievements going back in time .
- * **2. Functional Resume :** This type of resume puts a focus on skills rather than work history . It's ideal for career changers and those with gaps in employment .
- * **3. Combination Resume :** It is a hybrid of both chronological and functional types of Resume . Begins with a summary of skills, then proceeds to the most relevant experience moments – the most flexible format .

CONTENTS INCLUDED IN RESUME

- * **The following contents included in the Resume :**
- * **1. Contact Information :** Name, Phone Number, email address and optionally relevant social media handles, such as your LinkedIn Profile . In most cases, leave your **address off your resume** .
- * **2. Resume Profile :** Short summary of your skills and proudest accomplishments . It tops your resume and serves as your job bio .
- * **3. Work Experience :** It's where you tell your career history . Your Job titles, company names, duties, and years worked-these go into this section .
- * **4. Education on a Resume :** Your school names, degrees, major/minors, and optionally – GPA plus relevant coursework .
- * **5. Resume Skills :** Job-related skills that may be of value to your prospective employer include Soft Skills & Hard Skills

KEY TAKEAWAYS FOR RESUME

- * Here's a recap of what you should know before sending your Resume to the future employer :
- * Your Resume is a marketing document . It's used to make a favourable impression on the recruiter .
- * Treat your Resume as a summary of your work experience, education, and skills . Be concise and list only key career wins . Plus, be relevant .
- * Make your Resume aesthetically pleasing . Use the best formatting rules .
- * Respect your reader, proofread your Resume and make it high-quality .

MEANING OF CURRICULUM VITAE

- * A **Curriculum Vitae (CV)** is a comprehensive document that lists your qualifications for employment . It's primarily used for academic positions .
- * A **Curriculum Vitae** works in much the same way as a resume, providing information about an individual's educational and work history . Often called a CV for short, it's much more comprehensive than the typical resume and can be much longer .
- * A job applicant seeking an academic position, like a teaching appointment at a college or university or a research position, should always use a CV .

DIFFERENCE BETWEEN RESUME AND CURRICULUM VITAE

Basis	Resume	Curriculum Vitae
Length	Shorter is better	Length is an indication of accomplishment
Focus	Contribution based – how did you make a difference where you worked	Expertise based – what makes you an expert in your field
Education	Since business experience is most important, education is generally positioned after experience	Education is always at the top of the CV
Experience	Highlight Job Titles, Companies and accomplishments in the job	Highlight teaching experience and positions related to the courses you want to teach – accomplishments in the job are not as important
Additional Items	Board positions and association memberships might be added	Publications, research, presentations and organization work
Duration of Experience	Generally not more than 10 years of experience listed – if extremely pertinent 15 years	Experience, publications, etc. can go back as far as is pertinent – quantity and quality are viewed as important .

FORMAT OF RESUME

RESUME

A. PERSONAL INFORMATION

Name of the Applicant: _____

Mobile No.: _____

Email id: _____

Date of Birth: _____

Father's Name: _____

Address: _____

PASSPORT SIZE
PHOTOGRAPH OF
THE APPLICANT

What the Applicant currently pursuing is:

B. ACADEMICS INFORMATION

COURSE	PASSING YEAR	INSTITUTE/UNIVERSITY	PERCENTAGE/CGPA
Under- Graduation	_____	_____	_____
Higher Secondary	_____	_____	_____
Secondary	_____	_____	_____

C. INFORMATION ABOUT TECHNICAL SPECIFICATION & SKILLS

D. ACHIEVEMENTS & CERTIFICATES SECTION

E. SUBJECT OF INTEREST OR HOBBIES SECTION

F. DECLARATION STATEMENT

I hereby declare that the information above in my resume are correct to the best of my knowledge and belief and I bear the responsibility of any error or mistake in the data if occur in the future.

PLACE: _____

DATE: _____

Thank you ...

