

JOB INTERVIEWS: THE RIDDLE SOLVED



JOB Interviews

THE RIDDLE SOLVED



Sanjay Dosaj

 **UPKAR'S**

JOB

Interviews

THE RIDDLE SOLVED

By
Sanjay Dosaj

Upkar Prakashan, Agra-2

Introducing Direct Shopping

Now you can purchase from our vast range of books and magazines at your convenience :

- Pay by Credit Card/Debit Card or Net Banking facility on our website www.upkar.in OR
- Send Money Order/Demand Draft of the print price of the book favouring 'Upkar Prakashan' payable at Agra. In case you do not know the price of the book, please send Money Order/Demand Draft of ₹ 100/- and we will send the books by VPP (Cash on delivery).

(Postage charges FREE for purchases above ₹ 100/-. For orders below ₹ 100/-, ₹ 20/- will be charged extra as postage)

© Author

Publishers

UPKAR PRAKASHAN

(An ISO 9001 : 2000 Company)

2/11A, Swadeshi Bima Nagar, AGRA-282 002

Phone : 4053333, 2530966, 2531101

Fax : (0562) 4053330, 4031570

E-mail : care@upkar.in

Website : www.upkar.in

Branch Offices

4845, Ansari Road,
Daryaganj,
New Delhi-110 002

Phone : 011-23251844/66

1-8-1/B, R.R. Complex (Near
Sundaraiah Park, Adjacent to
Manasa Enclave Gate),
Bagh Lingampally,
Hyderabad-500 044 (A.P.)

Phone : 040-66753330

Pirmohani Chowk
Kadamkuan,
Patna-800 003
M. : 9334137572

- *The publishers have taken all possible precautions in publishing this book, yet if any mistake has crept in, the publishers shall not be responsible for the same.*
- *This book or any part thereof may not be reproduced in any form by Photographic, Mechanical, or any other method, for any use, without written permission from the Publishers.*
- *Only the courts at Agra shall have the jurisdiction for any legal dispute.*

ISBN 978-93-5013-153-4

Price : ₹ 60.00

(₹ Sixty Only)

Code No. 881

Printed at : UPKAR PRAKASHAN (Printing Unit) Bye-pass, AGRA

DEDICATED TO MY MOTHER

*MAY YOUR DESIRES BE FULFILLED
IN ALL THE WORLDS TO COME AND
MAY THESE FEW LINES CONVEY THE
FEELINGS OF MY HEART TO YOU.*

Oh' mother

*Oh' mother, let me embrace you and close my eyes.
Allow me to kiss you and feel the skies.
Your hug to me is like a boon,
it makes me feel as if on moon.*



*Your hug and your love is co'z you care,
and with you the mind, blood and body I share.
Your love is the only thing I need,
we are inseparable indeed.*



*Even he was amazed to see your affection,
of God you are a marvelous creation.
Putting in you all the devotion,
Even he felt pride of achieving perfection.*

Sanjay Dosaj

ABOUT THE BOOK

The overwhelming response of the readers for my earlier books 'The Art of Effective Interviews & Magnetic Personality' and 'Interview Dynamics and You a Super Brand' made me understand the need for a book devoted exclusively to job interviews. This book comprehensively covers the entire subject of interviews taking care of topics like RESUME, THE NON-VERBAL PART OF INTERVIEWS-including PREPARATION, BODY LANGUAGE IN AN INTERVIEW and the Mistakes that candidates often commit in an interview. In the verbal part after lot of research I could find and formulate 102 questions that consume around 80% of the interview time and hence help score approximately 80% of the total points. I have provided guidelines on how to reply these questions, once a candidate is well prepared with the non-verbal part and the replies to these questions, he qualifies the major part of the interview and is expected to get selected every time he or she appears for any interview.

I wish all the success to the aspiring candidates of all the interviews.

Contents

SECTION-I

The Resume

Chapter I	: Curriculum Vitae Or Resume	3-9
	● Difference between Curriculum & Resume	4
	● Types of Resume	5
	● Preparing the Resume	6
	● Qualities of a Good Resume	8

SECTION-II

Art of Interviews : The Non-Verbal Part

Chapter II	: HINTS in an Interview	13-21
	● Golden rules to create a good first impression	19
Chapter III	: Body Language in An Interview	22-25
	● Body language in an Interview	
Chapter IV	: Important Tips on Preparing For An Interview	26-30
Chapter V	: Avoiding Ten Important Job Interview Mistakes	31-37

SECTION-III

The Verbal Part

Chapter VI	: Inevitable Questions in an Interview	41-61
Chapter VII	: Expected Questions in an Interview	62-91
Chapter VIII	: The Interview Success Plan	92-99
	● Knowledge	94
	● Confidence	95

● Communication	96
● Presence of Mind	98
● Step-wise Interview Success Plan	99
Chapter IX : Some More Relevant Questions	100-103



SECTION - I

THE RESUME



Curriculum Vitae

Or

Resume

CHAPTER - I

What in this world you love the most? Your spouse! Your parents! Your children! Your Job! Your success!. Most of you must be having different opinions, to some body spouse may be the dearest, to some one else the priority may be parents or children, but one thing that will permanently feature in the reply of everyone is 'success'. Everybody loves success, even if someone is indifferent towards his job, or blocked in a job where he does not have any interest and have not fared well enough and seldom achieved success, the love for this pleasant emotion is always there and that too in the top most priority. One may or may not try with sufficient efficiency, attitude and aptitude but the aspiration, the desire and the love for 'success' remains unaffected.

Your resume or the curriculum is the only thing which deserves the same emotions, because it is the documented proof of the successes you have achieved in various fields in the past. A resume is your version of the story; through your resume you are able to tell others what you would like them to know about you.

Mostly a resume or a CV is not prepared with this emotion it is not taken seriously and is just a simple chronological listing of the past achievements and experience of the person, but if this emotion of love and pride towards your past success is

4 >> Job Interviews : The Riddle Solved

attached to the CV it becomes a document par excellence, your creativity comes to its best and you can present yourself in the most effective and saleable way.

While preparing your CV or a resume the definition and the difference between the two should always be kept in mind.

As per experts, a resume is a selling tool outlining your skills and experiences so an employer can see, at a glance, how you can contribute to the employers work place. As per Yana Parker, a resume or a CV is a marketing piece and not 'a career obituary'. My definition for a resume is in the word resume itself. It explains the meaning as well as the purpose of the document :

R	=	Read the
E	=	Entire
S	=	Story to
U	=	Understand
ME	=	Me

In an interview the interviewer perceives your successes as per his understanding and assessment. A resume gives you a chance to put forward your version of the story; through your resume you are able to showcase your successes the way you perceive them.

A resume and a curriculum are one and the same thing having a difference of length and format only, the difference between the two can be enumerated as below :

CURRICULUM

It describes in detail one's professional career over the course of one's life,

RESUME

It describes in short one's professional career over the course of one's life

Job Interviews The Riddle Solved



Publisher : **Upkar Prakashan**

ISBN : **9789350131534**

Author : **Sanjay Dosaj**

Type the URL : <http://www.kopykitab.com/product/4484>



Get this eBook