**B com prog 3rd year - 13th March 2020**

The term interview has its origin in the French word “entre voir” meaning “to glimpse” (to see each other).

So basically an interview is an occasion of communication between a set of persons with the aim of sharing and exchange of information. An interview has a well defined purpose.

There are certain steps that are essential to prepare for interviews:

1. Know yourself and your resume- you should carry copy of your resume and review skills and details mentioned there
2. Know the company- research and review the reports websites articles on company, to get in depth knowledge of the organization.
3. Know the job description- know the specifics of qualification required
4. Know the answers to expected questions- practice what you are going to say in response to anticipated questions
5. Know your body language
6. Know your oratory skills- variations in tone are very crucial.

There are different types of interviews- structured interview, unstructured interviews, semi structured interviews, group interviews, sequential interviews, one on one interviews, screening interviews, telephone interviews, video-conferencing interviews, panel interview, exit interview, media interview, reprimand interview , appraisal interview, mock interview