

## **PRE- EVENT DETAILS**

**2024-25**

**Event Name: "How to face an interview?" Seminar**

**Name of the Forum: Career Guidance Forum**

**Date: 19<sup>th</sup> december, 2024**

**Time: 11am**

**Venue: g1 classroom**

### **Description:**

Facing an interview can be a daunting task, but with the right preparation and mindset, you can turn it into an opportunity to showcase your potential. This seminar is designed to equip participants with the skills and confidence needed to excel in interviews. The session will cover key strategies for effective self-presentation, understanding the interviewer's perspective, and handling challenging questions with poise.

Participants will gain insights into:

1. Crafting impactful resumes tailored for specific job roles.
2. Developing strong communication skills and body language.
3. Researching companies and understanding job profiles.
4. Structuring answers using frameworks like STAR (Situation, Task, Action, Result).
5. Tackling common and situational interview questions.
6. Negotiating salaries and setting professional expectations.
7. Learning post-interview etiquettes, including follow-ups.
8. Overcoming nervousness and building self-confidence.