



Avinashilingam Institute for Home Science and Higher Education for Women
Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD [now MoE]
Re-accredited with an 'A++' Grade by NAAC. CGPA 3.65/4, Category I by UGC
Coimbatore - 641 043, Tamil Nadu, India
Continuous Internal Assessment –II –April - 2025
Semester II

Class: IPG
Branch: IDC

Time: 2 Hours
Max. Marks: 60

23MBAI04- INTERVIEW ETIQUETTES

Course Outcomes:

On the completion of the course students will be able to

1. Determine the impact of resumes on job offers
2. Anticipate questions and prepare for job interviews
3. Effectively respond to challenging interview questions
4. Display appropriate style during interviews
5. Perform impressively during online and offline interviews to succeed

Part A 6 x 1 =6

Choose the Correct Answer

1. What is the best way to handle a difficult question during an interview?
A) Remain silent and wait for the interviewer to move on. B) Take a deep breath, think for a moment, and answer honestly. C) Give a vague response to avoid admitting lack of knowledge. D) Change the topic to something more comfortable. **CO1K1**
2. Which of the following is considered appropriate body language during an interview?
A) Slouching in the chair. B) Maintaining eye contact and offering a firm handshake
C) Crossing arms and looking away sharply. D) Checking watch confidently **CO1K1**
3. What is the importance of active listening during interviews? **CO2K1**
A) It helps in making short presentations B) It enhances analytical thinking
C) It improves stress management D) It demonstrates attentiveness and understanding of the interviewer's questions
4. Which approach in interviews involves answering questions using the STAR technique? **CO2K1**
A) Negotiating skills B) Teamwork C) Body language D) Structure Conversations
5. What is the significance of grooming for success in interview etiquette? **CO3K1**
A) It showcases professionalism and attention to detail B) It enhances analytical thinking
C) It demonstrates assertiveness D) It improves intercultural competence
6. Which quality is NOT expected during the interview process? **CO3K1**
A) Mental Alertness B) Critical Powers of Assimilation C) Lack of Judgement
D) Intellectual and Moral Integrity

Part B - 3 x 6 = 18

Answer ALL questions

Each answer should not exceed 400 words or two pages

7. Explain the importance of SWOT analysis in effective interview preparations. How can candidates utilize this analysis to enhance their performance during interviews? **CO1K2**

or

Discuss the significance of active listening during interviews. Provide examples of how active listening can positively impact the candidate's interaction with the interviewer. **CO1K2**

8. Describe the role of body language in interviews. Explain how candidates can use appropriate body language to convey confidence and professionalism. **CO1K3**

or

How to handle rejections in an Interview. Explain its significance. **CO4K3**

9. Discuss the role of intercultural competence in interview interactions. How can candidates demonstrate intercultural competence during interviews, and why is it important in today's globalized job market? **CO1K1**

or

Describe the importance of logical thinking and stress management during interviews. Provide strategies that candidates can employ to demonstrate these qualities effectively, and explain how they contribute to a successful interview experience. **CO1K1**

Part C -3 x 12 = 36

Answer ALL questions

Each answer should not exceed 800 words or four pages

10. Outline the various types of interview formats and discuss the advantages and disadvantages of each format. Provide examples to illustrate your points. **CO2K1**

or

Analyze the importance of interview etiquette in the context of job interviews. Discuss the do's and don'ts of interview etiquette, and explain how adhering to these principles can enhance the candidate's chances of success. **CO3K2**

11. Discuss the qualities expected during the interview process, such as mental alertness, balance of judgment, and intellectual integrity. Provide examples to illustrate how these qualities contribute to a successful interview performance. **CO2K2**

or

Evaluate the importance of non-verbal communication in the interview process. Discuss various elements of non-verbal communication, such as body language, intonation, and articulation, and explain how they influence the interviewer's perception of the candidate. **CO3K3**

12. **Case Analysis:** You are an HR professional preparing student for campus interviews. Some students lack confidence, while others struggle with professional behavior during mock interviews. Your task is to devise a strategy to enhance their performance. **CO3K5**

Questions:

- Identify key issues the students face during interviews.
- How can body language and non-verbal communication improve interview success?
- Suggest ways to enhance students' confidence for interviews.
- Explain how mock interviews can improve professionalism and preparedness.

Prepared by: Dr. D. Arthi
Number of Copies :15