



## 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 'A++' Grade by NAAC. CGPA 3.65/4, Category I by UGC

Coimbatore - 641 043, Tamil Nadu, India

### Continuous Internal Assessment Test I – February 2025 Semester-II

**Class: IPG**  
**Branch: MBA**

**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. Which type of interview format involves a discussion between the candidate and a group of interviewers? CO1K1  
A) Panel Interview B) One-on-One Interview C) Technical Interview D) HR Interview
2. What does SWOT analysis stand for in the context of effective interview preparations? CO1K1  
A) Strengths, Weaknesses, Opportunities, Threats B) Skills, Weaknesses, Objectives, Targets  
C) Strategies, Weaknesses, Objectives, Tactics D) Strengths, Weaknesses, Objectives, Techniques
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. a. Explain the importance of SWOT analysis in effective interview preparations. How can candidates utilize this analysis to enhance their performance during interviews? CO1K2  
or
- 7.b. 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.a. Describe the role of body language in interviews. Explain how candidates can use appropriate body language to convey confidence and professionalism. CO2K1

or

8.b.Explain the significance of the STAR technique in answering interview questions. Provide a step-by-step explanation of how candidates can effectively utilize this technique to provide structured and impactful responses during interviews. CO2K1

9.a. Discuss the role of cross cultural competence in interview interactions. How can candidates demonstrate intercultural competence during interviews, and why is it important in today's globalized job market? CO3K1

or

9.b. 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. CO3K1

**Part C -3 x 12 = 36**

**Answer ALL questions**

**Each answer should not exceed 800 words or four pages**

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

or

10.b. 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.a. 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

11.b. 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 Study: (Compulsory Question)

The Nervous Candidate

CO1K5

Priya, a recent graduate, was excited about her first job interview at a reputed company. She researched the company, prepared answers to common questions, and picked a formal outfit. However, on the interview day, she arrived at the venue 10 minutes late due to traffic. She apologized to the interviewer but appeared anxious. During the interview, Priya fidgeted with her pen and frequently looked down while answering. Her answers were technically sound, but her lack of eye contact and nervous behaviour made it challenging for the interviewer to gauge her confidence. Despite this, she thanked the interviewer politely at the end and followed up with an email expressing her gratitude for the opportunity.

Questions

1. What could Priya have done differently to ensure she arrived on time for the interview?
2. How might Priya's body language during the interview affect the interviewer's perception of her?
3. What are some ways Priya could manage her nervousness to appear more confident during the interview?
4. What was Priya's positive action at the end of the interview, and why is it important in professional interactions?

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