

**J.C. BOSE UNIVERSITY OF SCIENCE AND TECHNOLOGY, YMCA, FARIDABAD, HARYANA**

A State Government University  
Accredited "A+" grade by NAAC



**Department of Business Studies**

**Report on Workshop  
On  
Interview Skills  
Held on 22<sup>nd</sup> November, 2024**

The Department of Business Studies has organized a Workshop on Interview Skills on 22<sup>nd</sup> November, 2024 at 9:00 a.m. for the students of B com (H) under the guidance of chairperson, Dr. Manisha Goel. Mr Rohit Sinha and Ms. Diksha Miglani, faculty members, Department of Business Studies coordinated the event along with students Monika and Isha.



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**DEPARTMENT OF BUSINESS STUDIES**  
Organising  
**WORKSHOP**  
On  
**PERSONAL INTERVIEW**



**22ND NOVEMBER, 2024**  
9:00 AM ONWARDS

**PATRON**  
Prof. Sushil Kumar Tomar  
Vice Chancellor

**CHAIRPERSON**  
Dr. Manisha Goel

**FACULTY COORDINATORS**  
Ms. Diksha Miglani  
Mr. Rohit Sinha

**STUDENT COORDINATORS**  
Isha bareja -9354436955  
Monika - 9599840874

Interviewing is an essential aspect of the hiring process and it is vital to make a positive impression during a job interview. The intensive workshop organized by the department aimed to equip B.Com students with the knowledge, skills, and confidence required to excel in personal interviews. The workshop featured interactive discussions, practical mock interviews, guidance, and feedback sessions. It intended to significantly enhance participants' understanding of interview dynamics and prepare them for the professional world.



The session introduced participants to the significance of interview preparation, and the role of personal interviews in the recruitment process. It aimed to build awareness of the importance of interview skills. The students were given cognition about the frequently asked interview questions, strategies for answering them effectively, and understanding the rationale behind them. Apart from this, they were also explained the importance of body language and non verbal communication including the eye-contact and the posture of the candidate.



Students were given the opportunity to experience real interview scenarios by engaging in mock interviews. They were asked a range of common interview questions and evaluated based on their responses and way of conduct. These practical sessions allowed participants to put their knowledge into practice and receive feedback to improve their interview skills. It allowed students to gain valuable insights into the expectations and preferences of recruiters during interviews. It also provided a chance to the participants to ask questions regarding interview processes and industry expectations.



Each participant received personalized feedback on their performance throughout the workshop. The workshop played a crucial role in boosting participants' confidence. Through practice and expert guidance, students gained the self-assuredness required to perform well in personal interviews.



The mock interviews helped students improve their presentation and communication skills. Their resumes were also screened and modifications were suggested in order to highlight their skills and core areas of interest.



The workshop on personal interviews was an exceptional success, playing a vital role in the Department of Business Studies' Industry Readiness Program. The program assisted B.Com students gain the required understanding and skills required to excel in personal interviews, a pivotal phase of the recruitment process in various industries. The discussion offered a realistic perspective on industry expectations, further enhancing students' readiness for future job interviews and employment opportunities.