

REPORT

ON

Mock Personal Interview

By

PRAYAS - Placement and Internship Cell

In Collaboration with the Speaker

Dr. Shilki Bhatia

On the 21st of September 2023, **PRAYAS - the Placement and Internship Cell of Mata Sundri College for Women**, orchestrated a Mock GD in partnership with the esteemed speaker Dr. Shilki Bhatia.

The primary objective of a mock personal interview (PI) is to simulate the conditions of a real group discussion, allowing participants to practice and improve their communication, interpersonal, and problem-solving skills. It helps individuals prepare for job interviews, competitive exams, or academic assessments by providing a platform to express their opinions, listen to others, and engage in constructive debates. Mock PIs also help assess one's ability to work effectively in a group, which is valuable in various professional and educational settings.

Dr. Shilki Bhatia, with nearly two decades of diverse expertise, is a force to be reckoned with. She's excelled in training, management, teaching, and content development in both corporate and academic spheres. With a trail of wisdom left for over 50,000 students and guidance offered to more than 100 faculty members, she's the true luminary. Her skills extend into the corporate realm, where she's adept at honing soft skills for employees across businesses of all sizes!

Mock PI play a crucial role in preparing candidates for real job interviews. They serve as a practice ground to evaluate various aspects of a candidate's behavior, etiquette, and preparedness for professional interactions. These are:

Checking Candidate Posture:

One of the essential elements to assess during a Mock PI is the candidate's posture. Proper posture conveys confidence and professionalism. Evaluators should look for candidates who sit up straight, maintain eye contact, and exhibit engaged body language throughout the interview.

Etiquette and Courtesy:

Effective communication and politeness are fundamental in any interview.

Candidates should be reminded of some key etiquette points:

Knock on the door before entering the interview room to seek permission.

Greet the interviewers with a warm and confident handshake.

Politely ask permission to sit down.

Place bags on the floor, and keep any necessary documents or files on their lap or the table provided.

Organized CV Presentation

Candidates should carry a well-organized professional file containing 5-6 copies of their CVs. This demonstrates preparedness and consideration for the interviewers. The file should be easily accessible, and candidates should be able to provide CVs when requested.

Necessity of Carrying a Bag

Candidates should always carry a bag, preferably a professional-looking one, to hold any additional documents or items required for the interview. This portrays readiness and organization.

Conducting or participating in a Mock PI is a valuable experience that helps candidates refine their interview skills and prepare for real-world job interviews. Evaluators should focus on posture, etiquette, CV presentation, and preparedness, while candidates should remember to carry essential items like a bag, notepad, and pen. These practices will contribute to a more productive and beneficial Mock GD experience.