

INTERVIEW GUIDELINES AND APTITUDE TEST

At times we get nervous when it comes to go for an interview. In order to help you relax, the following Hints and Tips are being offered to prepare you for the interview process at IHRM. What we are looking in a student during the interview process is his/her:

- a) Attitude
- b) Aptitude
- c) Behavior
- d) Focus
- e) Social Interaction
- f) And a psychological evaluation

Your success is our success and to help you following hints and tips are being offered:

Dress code:

- a) Suit (if suit is not available a coat will do)
- b) Wear a tie
- c) A shirt without flowers
- d) Pants
- e) Dress Shoes (Polished)
- f) Matching socks
- g) All should be well pressed (ironed)

Grooming:

- a) Hair must be combed
- b) Beard should be trimmed
- c) Shaven
- d) Do not apply too much perfume/cologne
- e) Nails cut and clean

Body Language:

- a) Walk straight
- b) If a hand shake is offered ONLY then shake hands
- c) Sit straight – do not slip down on the chair
- d) Make eye contact with all interviewees
- e) Have a smile
- f) Relax
- g) Do not be nervous
- h) Focus on listening and then answering
- i) When in doubt ask clarification of what has been asked

Language:

- a) After listening to the question try to answer in the same language
- b) If you do not feel comfortable “ask if you could answer in the comfortable language of choice”
- c) Do not use foul language
- d) Do not take questions personally – it is not about you. It is how this education can assist you in future.

Most of the interviews are started with a question:

- **“Tell us about yourself”** It is not asked about your family history or your likes and dislikes or about the sports that you are interested in. Introduce yourself, by stating your name what schools you have attended and then come to the real question which pertains to how this particular course or what part of the course that interests you. How it would be helpful. What would you do after acquiring the skills and knowledge in your life.
- If any question is too broad for you thank the committee for the question and ask for clarification.
- Be positive, do not complain about your past present and unsure about the future
- Collect some data from the market place what kinds of jobs are out there locally or if you plan to go abroad where you would migrate and how this education would assist you.
- Be honest and truthful

- When answering be clear and so not tell stories be brief and to the point
- Two other important elements to bring to a school interview are honesty and curiosity. If there is a bit of the interview that is likely to be difficult for some reason, there's nothing wrong with carefully preparing the best way to couch it. Instead of saying, "I got a D in English last term," or I got a third division in intermediate. You may talk about the serious challenges of learning a language or subjects that you were weak in and how new approaches and techniques were now leading to improvement—if that's the case. Besides being straightforward, showing an active interest in finding out more about the school is also a good interview strategy.

APTITUDE TEST

Aptitude and ability tests are designed to assess your logical reasoning or thinking performance. They consist of multiple choice questions there is no right or wrong answers as your answers will help us determine the areas that we will need to assist you in focusing on areas that would help you in your future success.

Spend your preparation time wisely. Most people find themselves with only one or two weeks to prepare for aptitude tests - don't worry, this is enough time provided that you are systematic.

1. This is a good time to evaluate yourself and come to know "who you really are".
2. What are your strengths and weaknesses
3. Practice on a piece of paper answering questions such as given in the sample
4. All you have to do is darken the circle

They will be many more questions to be answered and some will be about you and your goals. Goals are what do you like to achieve in a specific time frame.

We wish you the best of luck and suggest you to relax and be yourself.

SAMPLE QUESTIONS:

1. I LIKE TO ACHIEVE GOALS



Strongly
Agree

Strongly
Disagree

2. I LIKE TO RESOLVE ISSUES

Strongly Agree Strongly Disagree

3. I LIKE TO PAY ATTENTION TO WHAT PEOPLE SAY

Strongly Agree Strongly Disagree

4. I STRONGLY DISAGREE WITH OTHERS POINT OF VIEW

Strongly Agree Strongly Disagree

5. I AM ALWAYS OPEN TO OTHERS SUGGESTIONS

Strongly Agree Strongly Disagree

6. I LIKE LEARNING NEW THINGS

Strongly Agree Strongly Disagree

7. I AM OLD FASHIIONED

Strongly Agree Strongly Disagree

8. I LIKE CHANGE

Strongly Agree Strongly Disagree

9. I ENJOY WORKING WITH PROBLEMS

Strongly Agree Strongly Disagree

10. I DO NOT LIKE CHALLENGES

Strongly Agree Strongly Disagree

11. I FEEL COMFORTABLE WORKING WITH COMPUTERS

Strongly Agree Strongly Disagree

12. I LIKE CREATING NEW RECIPES

Strongly Agree Strongly Disagree