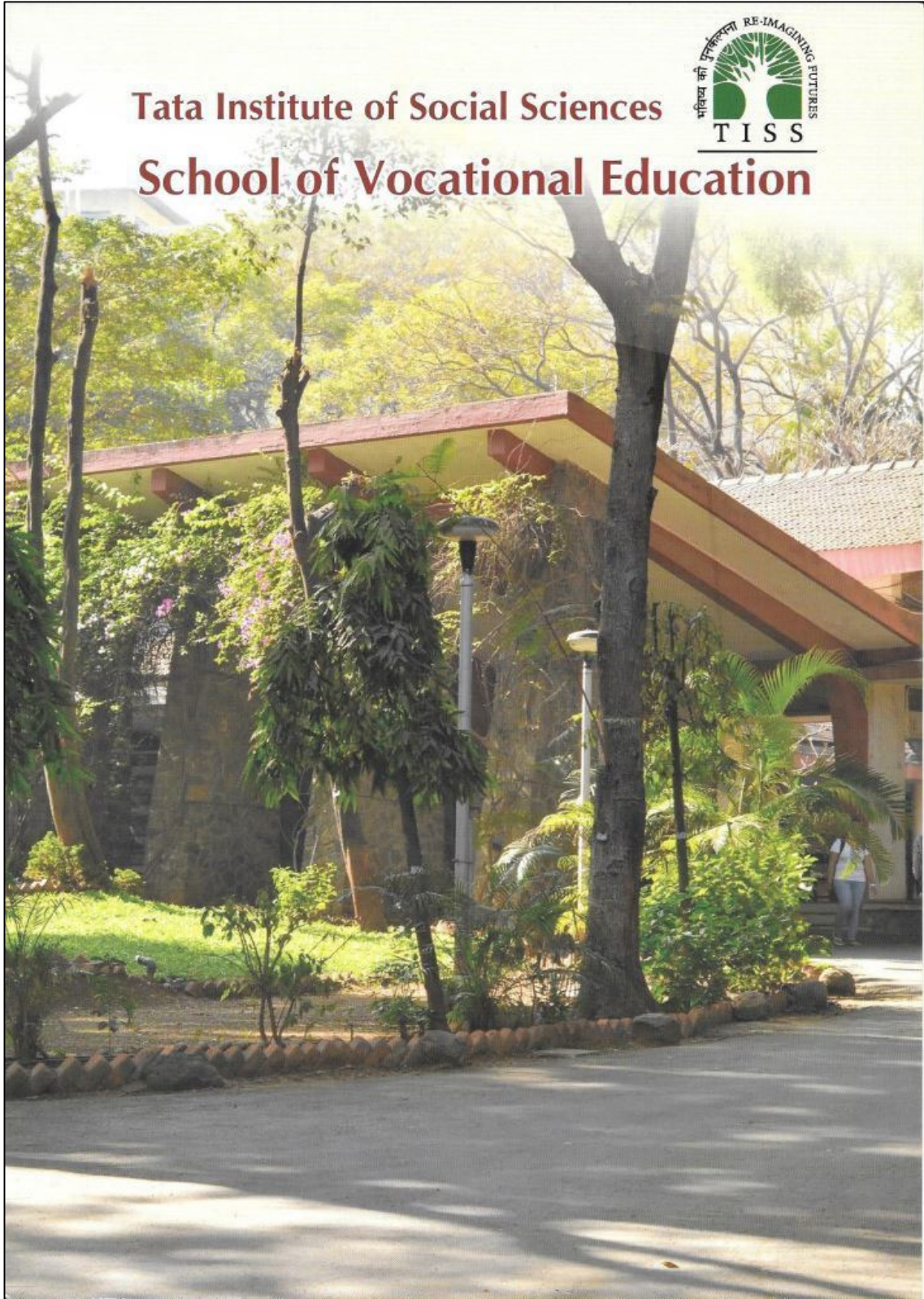


Tata Institute of Social Sciences



School of Vocational Education



About TISS-SVE

The Tata Institute of Social Sciences (TISS) is a premier Institute of Social Work in India. It was established in 1936 and was recognised as a Deemed University by the University Grants Commission (UGC) of India in the year 1964. The vision of the institute is to be an institution of excellence in higher education that continually responds to the changing social realities through the development and application of knowledge, towards creating a people-centred and ecologically sustainable society that promotes and protects the dignity, equality, social justice and human rights for all, with special emphasis on marginalised and vulnerable groups.

In December 2011, Tata Institute of Social Sciences setup the School of Vocational Education (SVE) with the objective of incubating a 'National Vocational University' thus providing quality skill development opportunity across the length and breadth of the country. This project has been initiated under the aegis of the All India Council for Technical Education (AICTE) proposed by the Ministry of HRD, Government of India

Interviewing Skills

Introduction and Course Objectives

One of the key functions of Human Resource Management is hiring the candidates for the job. To hire candidates, interviewer must have Interviewing skills to judge the interviewee. Good interviewing skills will help in creating good image of the organization; interviewing is one of the steps in hiring the "Right Candidate".

Eligibility for Admission

- Fresh Graduates
- Working professional from any function
- Graduates with 1 -2 years of work experience looking at career opportunities in recruitment.

Course Structure

The course would be for a total duration of approximately 60 hours and can be conducted full time, in evening classes or weekend classes.

Examination and Assessment

Students will be assessed on project work and a written examination that will be conducted at the end of the course

Course Syllabus

This course shall briefly touch upon the entire training cycle. However it shall mainly focus on the subject of delivery of training.

Main Concepts Covered

1. Overview of recruitment process
2. Types of Interviews
3. Preparing for Interviews
4. Structuring interviews
5. Questioning Techniques
6. Report Writing

Learning Objectives:

- Be able to describe the recruitment process in organisations
- Understand competencies and the ways of assessing the same
- Carry our preparations for an interview
- Be able to conduct a structured Interview

- Write an assessment report

Method of Teaching

Classroom interactive session with mock interview and Practical sessions

Method of Assessment & Weightage

Assessment Tasks: Written Exam, Projects