

## Tata Institute of Social Sciences- School of Vocational Education

### Certificate in Interviewing Skills

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#### **1. Introduction**

In December 2011, Tata Institute of Social Sciences set up the **School of Vocational Education (SVE)** to provide immediate and definite interventions to improve the lives of the disadvantaged and marginalized youth, especially who are excluded by the formal school education system, through appropriate vocational training programmes. It has been set up with a vision of creating an ecosystem that would bring back the dignity of labour for blue collar streams of work and create sustainable sources of income. This project has been initiated under the aegis of **All India Council for Technical Education (AICTE)** proposed by the **Ministry of HRD, Government of India**.

In addition to the B.Voc programs TISS: SVE will be conducting short term programs to cater to the skill enhancement requirements. These programs will focus on imparting and upgrading the skill and knowledge of individuals who are already part of the workforce. Thereby providing opportunities to individuals of enhance their employability and growth prospectus.

#### **1.1 Key Features:**

##### **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”.

This program aims to provide the candidate the end to end understanding of the techniques of interviewing. This will result in providing to the industry candidates who will be subject matter experts and will be able to apply the principles of interviewing from day one of their employment in this role.

#### **1.2. Eligibility for Admission**

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

#### **1.3. Employability**

This program will provide employment opportunities to candidates in all big, medium and small firms.

## **2. Course Structure**

**Course Duration-** The course would be for a total duration of 60 hours. These could be completed in the following ways-

- a. 6 weeks evening course for working professionals ( 2 hours Mon-Friday)
- b. 1 months weekend course ( 6 Hours on Sat/Sun)
- c. One week course – Fulltime.

## **3. Examination and Assessment**

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

### **Syllabus For Certificate in Interviewing Skills**

#### **Introduction:**

The base of interviewing skills program focuses mainly on finding the competencies in the candidate in a short period of interview. In addition to that, this will also be helpful for any profession where interviews are conducted by non-HR people. This will give an idea about DO's and DON'Ts during interviews.

#### **Main Concepts:**

1. Types of Interviews
2. Preparing for Interviews
3. Questioning Techniques
4. Problems with Interviews

#### **Learning Objectives:**

- This course will broadly gives an idea about,
  - i. Determining objective
  - ii. Whom should you interview?
  - iii. Interview structure
  - iv. Types of interview
  - v. Picking the location

#### **Course Content:**

- Fundamentals of interviews

- Enhancing communication skills
- Ethics, values and self-awareness
- Planning and preparing for an interview
- Effective recruitment strategies
- Evaluating and deciding

**Method of Teaching:**

Classroom interactive session with mock interview and Practical sessions

**Method of Assessment & Weightage:**

**Assessment Tasks:** Written Exam & project assignments

**Weightage:** 100%

**Reading Lists & References**

**Essential Reading** - Handouts

Suggested Reading – Interviewing Skills- Tim Hindle