

MBA Interview Guidelines and Requirements

1. **Interview Guidelines:** Student will appear for interview from home using video platform Google Meet. Following are the guidelines for Interview:

a. **Technical Preparedness:**

Do: Test your internet speed and ensure a stable connection.

Do: Verify that your camera and microphone are functioning properly.

Do: Familiarize yourself with the specific online platform to be used for the interview.

Do Not: Wait until the last minute to check technical requirements; ensure everything is set up well in advance.

b. **Professional Appearance:**

Do: Dress in professional attire, considering the dress code of the business environment.

Do: Choose a well-lit room for the interview.

Do Not: Attend the interview in casual or inappropriate attire.

c. **Device and Environment:**

Do: Use a reliable and updated device (desktop or laptop) for the interview.

Do: Inform family members or roommates about the interview and request privacy.

Do: Have a backup device on standby.

Do Not: Use a device with known technical issues.

d. **Background and Surroundings:**

Do: Select a clean and clutter-free background for the video call.

Do: Ensure the environment is quiet and free from potential disturbances.

Do Not: Allow distracting or unprofessional elements in the background.

e. **Timeliness:**

Do: Log in a few minutes early to test connectivity and resolve any last-minute issues.

Do: Respect the allocated time slot; be prepared and ready for the interview.

Do Not: Log in at the last minute; be mindful of time constraints.

2. **Interview Evaluation parameters:**

Student will be evaluated during the interview on the following parameters.

Communication Skills

- Fluency of Speech
- Grammatically Correct
- Capacity to Elaborate
- Clarity of Thought

Career Orientation, Aspirations & Goals

- Clarity of Goals
- Confidence
- Leadership & Initiative

General Awareness

Note: To assess the communication skills, in addition to general questions, every applicant will be assigned a topic/situation/picture at the time of the interview and will be given 1 minute to gather the points. The applicant will have to speak for 1 minutes about a given topic.

3. **Important points that student should ensure during the Online Interview:**

- a. **Engagement and Eye Contact:** Maintain eye contact by looking into the camera rather than at the screen. Engage actively in the conversation, nodding and expressing interest.
- b. **Clear Communication:** Speak clearly and concisely to ensure your responses are easily understood. If there are any technical issues, communicate them promptly and professionally.
- c. **Professionalism:** Treat the online interview with the same level of professionalism as an in-person interview. Avoid multitasking or using a distracting background.
- d. **Body Language:** Sit up straight and maintain good posture throughout the interview. Use hand gestures sparingly and appropriately.