



# POORNIMA

## COLLEGE OF ENGINEERING

Promoted by Shanti Education Society, Affiliated to Rajasthan Technical University & Approved by AICTE

### A Report on

### “VISUAL COMMUNICATION &

### SUCCESS IN JOB INTERVIEWS”

**NAME OF ACTIVITY:** Visual Communication & Success in Job Interview

**DATE & DURATION:** 17 January 2020, 12.00 PM to 2.30 PM

**TYPE OF ACTIVITY:** Extra Curricular

**ORGANIZED BY:** Department of Electronics & Communication Engineering

#### **LEARNING OUTCOMES:**

- ☐ Helps reach education goals through free expression, debates, cooperation, coordination, etc.
- ☐ Develops habits of constructive competition, improves skills and competence
- ☐ Develops a sense of responsibility and belongingness
- ☐ Develops decision-making skills
- ☐ Develops leadership, managerial, and organizing skills
- ☐ Creates opportunities to meet with other like-minded students for socialization, self-assessment, and cultural awareness

#### **MAPPINGS WITH PO AND PSO:**

LO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PSO 1	PSO 2	PSO 3
LO-1						3	2	2	3	3		1	2		3
LO-2						3	2	2	3	3		1	2		3
LO-3						3	2	2	3	3		1	2		3
LO-4						3	2	2	3	3		1	2		3
LO-5						3	2	2	3	3		1	2		3

## DETAILS OF TECHNOLOGICAL / PRACTICAL LEARNINGS:

On January 17, 2020, i.e., Friday a practical training on “Visual Communication & Success in Job Interview” was organized at Poornima College of Eng. & Technology in EC Department under the flagship of Dr. Garima Mathur, HOD, ECE, PCE. She gave an Introduction to the training and welcomes the faculty & participants. After her introduction, Ms. Kulsum Bano from English Department gave a PPT presentation on the topic “Visual Communication & Success in Job Interview”

Body language, or non-verbal communication, is something we all use whether we realize it or not. How we stand, sit, and even use our hands sends a message about what we think and how we feel. And when it comes to a job interview, your body language can greatly influence how well it goes.

Throughout every interview, your body communicates something to your interviewer and affects how you feel about yourself at that moment. It's imperative that your body language in a job interview shows you as a confident, positive, and capable person. We're going over 10 tips to help you take control of your job interview body language to make sure you send the right message

Job Interview Body Language: 10 Tips

### 1. What You Wear

Taking control of your job interview body language starts with selecting the right interview outfit. In addition to dressing the part, make sure what you wear **is comfortable and doesn't inhibit your movements**.

For example, while your pants look fantastic when you stand, can you sit comfortably? Do they ride up or pinch your waist? If you're wearing a suit, does the jacket let you move your arms comfortably, or does it feel like you're in a straitjacket?

Test your attire before the interview to make sure it's comfortable. This, in turn, will help you feel more comfortable and confident throughout the interview.

### 2. Consider Your Entrance

Your body language can be evaluated before you even meet the hiring manager. Think about how you interact with the receptionist and how you may appear as you sit in the lobby. Are you jittery and slouched? You never know who may be watching. Take some deep breaths and sit in a comfortable, upright position to convey calmness and confidence.

The same goes for a video interview. While you're not sitting in a lobby, what the interviewer sees when your video starts will have an impact. Sit up straight and keep your eyes on the camera instead of another screen or your phone.

### 3. Stand Tall

Hiring managers will pay attention to how you walk toward them. Stand tall to help you walk confidently and with purpose. Keep your arms comfortably at your sides and make eye contact when you approach them.

Also, make sure you aren't juggling a bunch of "things" when you're walking over. You might have a resume, a portfolio, a bottle of water, and a purse or bag. Have everything put together (say, stashed in the bag) before you start walking. This helps you appear more polished and organized.

### 4. Offer a Pleasant Handshake

Quickly establish your professionalism by offering a handshake that's "just right." A handshake that's too hard can come off as arrogant, but one that's too soft might make you seem timid or weak. "A good handshake exudes confidence and an 'I'm ready for this' attitude".

Have a history of sweaty hands? Wake to daylong freshness by applying antiperspirant to your palms at bedtime the night before. In a pinch, use an alcohol-based hand sanitizer to evaporate moisture shortly before your interview.

### 5. Sit Correctly

While you need to sit comfortably during the interview, slipping off your shoes and tucking your legs under you does not send the right message. Likewise, if you slump or lean back in the chair, you might give the hiring manager the impression that you're scared or don't take the job seriously.

Sit so your back is supported to help you sit up straight. Try leaning forward a little and keep both feet flat on the ground to help you maintain the pose without tiring. Try not to cross your legs as it could get uncomfortable, and it may not be so simple to uncross and recross your legs without looking awkward.

Finally, don't tap your toes or bounce your knees. While it may be a habit, it comes across as a nervous habit, and that could signal you aren't confident in yourself and your abilities. It could also signal that you're restless and have someplace else to be.

### 6. Control Your Hands

Guilty of tapping your fingers, fiddling with your jewelry, or picking at your nails? This type of interview body language can make you come off as bored or impatient.

To help tame your fiddling fingers, keep your hands flat in your lap, not balled up or gripping the arms of the chair. Or, keep a pen in one hand and a notepad in the other to take notes.

And while you can gesture while you answer questions, try not to overdo it. Keep your motions

small and close to your body. Flinging out your arms could make you seem anxious or aggressive, even if that's not the case.

## **7. Make Eye Contact**

Looking people in the eyes helps you seem attentive and trustworthy while averting them makes you appear shifty or nervous. Just don't gaze to the point where things become uncomfortable—staring is just as creepy at an interview as it is elsewhere.

“Eye contact during an interview is important, as it shows the interviewer you are confident and ready to go. It also shows one more key thing: you are listening and engaged in the conversation,” says Frana.

Got multiple interviewers in the room? Don't miss this chance to demonstrate your team-oriented mindset. When asked a question, start out looking at the person who posed it. Then, briefly make eye contact with others before returning your gaze to the original asker while finishing your answer.

## **8. Breathe**

Your breathing is one place where your nerves can really show. If you're feeling nervous, your breaths may be short and shallow, leading to your speaking being shaky and quiet. Oneway to get control of your racing heart is to focus on your breathing.

Before the interview, try the 4-7-8 technique, where you inhale for four seconds, hold your breath for seven seconds, and exhale for eight seconds. This helps you focus on breathing rather than everything jumbling in your mind. During the interview, consciously take a few deep breaths when you can fit them in to help calm yourself and lead to a steady and confident voice.

## **9. Smile**

Who seems more approachable and trustworthy—a smiler or a frowner? In both job interviews and real life, people are naturally drawn to a happy face, and the feel-good chemicals smiling releases into your body will help you stay calm and upbeat.

Slap a grin onto your face in the washroom, elevator, or another private place before heading into an interview; even a forced smile can have a positive effect on your mood. But steer clear of fake, suspicion-inducing smiles around your interviewers. Instead, think about your accomplishments and your excitement for this opportunity. Your natural glow is sure to get noticed!

## **10. Respond**

Your body language can also help you respond without saying a word. Nod periodically to acknowledge what the interviewer is saying without verbally interrupting them. This can help you connect with the hiring manager and stay connected to the interview.

Staring off into the distance with your eyes out of focus or staying frozen in place could send the message that you don't care about the interview or are even frightened of the job.

## **11. Speak Volumes**

Your body language during the job interview plays a bigger role in landing the job than you might have realized. But with these tips, your awareness of what you're saying without uttering a word can help you ace your next interview.

### **GLIMPSES:**





## PARTICIPANTS DETAILS:

S. No.	Enrolment ID	Name of the Student	Organization
1	PCE17EC001	ABHIMANYU	Poornima College Of Engineering
2	PCE17EC002	ABHINAV ANAND	Poornima College Of Engineering
3	PCE17EC003	ABHISHEK KUMAR	Poornima College Of Engineering
4	PCE17EC004	ABHISHEK SINGH HADA	Poornima College Of Engineering
5	PCE17EC005	ADHAAR SAXENA	Poornima College Of Engineering
6	PCE17EC006	ADITI CHOUDHARY	Poornima College Of Engineering
7	PCE17EC007	AGRAJ SHARMA	Poornima College Of Engineering
8	PCE17EC008	AMAN AGARWAL	Poornima College Of Engineering
9	PCE17EC009	AMAN SHARMA	Poornima College Of Engineering
10	PCE17EC010	AMARDEEP KUMAR	Poornima College Of Engineering
11	PCE17EC011	AMISHA GOSWAMI	Poornima College Of Engineering
12	PCE17EC012	AMIT YADAV	Poornima College Of Engineering
13	PCE17EC013	ANCHAL BANGAR	Poornima College Of Engineering
14	PCE17EC014	ANCHAL BOHRA	Poornima College Of Engineering
15	PCE17EC015	ANKIT MANDOWARA	Poornima College Of Engineering
16	PCE17EC017	ANURAG ATINDRA	Poornima College Of Engineering
17	PCE17EC018	ARPIT SHARMA	Poornima College Of Engineering
18	PCE17EC019	ARVIND SINGH	Poornima College Of Engineering
19	PCE17EC020	AWAIS GHANI	Poornima College Of Engineering
20	PCE17EC021	AYUSH AGARWAL	Poornima College Of Engineering
21	PCE17EC022	BHAVANA ADDANIA	Poornima College Of Engineering
22	PCE17EC024	DEEPAK KUMAR SINGH	Poornima College Of Engineering
23	PCE17EC025	DHRUV TRIVEDI	Poornima College Of Engineering
24	PCE17EC026	GOPESH YADAV	Poornima College Of Engineering
25	PCE17EC028	HARSHIT KHANDELWAL	Poornima College Of Engineering
26	PCE17EC029	HIMANSHU SANGA	Poornima College Of Engineering
27	PCE17EC031	ISHIKA JAIN	Poornima College Of Engineering

28	PCE17EC032	ISHITA SHIVRAN	Poornima College Of Engineering
29	PCE17EC033	ITEE SONI	Poornima College Of Engineering
30	PCE17EC034	JAYESH BHARGAVA	Poornima College Of Engineering
31	PCE17EC036	KUNAL SINGH RANAWAT	Poornima College Of Engineering
32	PCE17EC038	MAHIMA AGRAWAL	Poornima College Of Engineering
33	PCE17EC039	MOHAMMED ANAS PATHAN	Poornima College Of Engineering
34	PCE17EC040	NAKUL SINGH RAJAWAT	Poornima College Of Engineering
35	PCE17EC042	NANDITA JAIN	Poornima College Of Engineering
36	PCE17EC043	NAVEEN	Poornima College Of Engineering
37	PCE17EC044	NIKHIL AGARWAL	Poornima College Of Engineering
38	PCE17EC045	NISHANT KUMAR	Poornima College Of Engineering
39	PCE17EC046	NISTHA CHANDALIYA	Poornima College Of Engineering
40	PCE17EC048	PALLAVI BANSAL	Poornima College Of Engineering
41	PCE17EC049	PANKAJ KHANGAROT	Poornima College Of Engineering
42	PCE17EC050	PRACHI MATHUR	Poornima College Of Engineering
43	PCE17EC051	PRAJJWAL SAINI	Poornima College Of Engineering
44	PCE17EC052	PRATEEK KASHYAP	Poornima College Of Engineering
45	PCE17EC053	PRATIKSHA SAHU	Poornima College Of Engineering
46	PCE17EC056	RAJENDRA KUMAWAT	Poornima College Of Engineering
47	PCE17EC057	RESHU KUMARI	Poornima College Of Engineering
48	PCE17EC059	RITIK SHARMA	Poornima College Of Engineering
49	PCE17EC060	ROHIT SHARMA	Poornima College Of Engineering
50	PCE17EC063	SACHIN KUMAR JAIMAN	Poornima College Of Engineering
51	PCE17EC068	SHREYA MATHUR	Poornima College Of Engineering
52	PCE17EC069	SHREYA MATHUR(NM)	Poornima College Of Engineering
53	PCE17EC070	SHREYASH DADHICH	Poornima College Of Engineering
54	PCE17EC071	SHUBHAM AGARWAL	Poornima College Of Engineering
55	PCE17EC072	SHUBHAM SAINI	Poornima College Of Engineering
56	PCE17EC073	SIDDHANT MUNDRA	Poornima College Of Engineering
57	PCE17EC074	SRISHTI MEENA	Poornima College Of Engineering

58	PCE17EC075	SUBHAM SHARMA	Poornima College Of Engineering
59	PCE17EC076	SURAJ BAIRWA	Poornima College Of Engineering
60	PCE17EC078	TRILOK HADA	Poornima College Of Engineering
61	PCE17EC082	VISHAL MALVIYA	Poornima College Of Engineering
62	PCE17EC083	VISHESHA UPADHYAY	Poornima College Of Engineering
63	PCE17EC084	YASH SHARMA	Poornima College Of Engineering
64	PCE17EC085	YOGENDRA SINGH CHOUHAN	Poornima College Of Engineering
65	PCE18EC702	TAWFEEQ AHMAD PARRAY	Poornima College Of Engineering
66	PCE19EC009	APEKSHA	Poornima College Of Engineering
67	PCE19EC010	ARYAN	Poornima College Of Engineering
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78	PCE19EC029	KANAK MADAN	Poornima College Of Engineering
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83	PCE18EC003	ABHISHEK GUPTA	Poornima College Of Engineering
84	PCE18EC004	ADITI AGRAWAL	Poornima College Of Engineering
85	PCE18EC005	AKASH SUMAN	Poornima College Of Engineering
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97	PCE18EC020	BHOOMIKA AGRAWAL	Poornima College Of Engineering
98	PCE18EC021	CHITRIKA BAGOTIA	Poornima College Of Engineering
99	PCE18EC022	DEVASHISH	Poornima College Of Engineering
100	PCE18EC023	DIKSHANT KUMAR RATHORE	Poornima College Of Engineering

## FEEDBACK ANALYSIS:

Feedback was taken from the participants on the following attributes.

The analysis is presented below;

Special Lecture Organized by the Department of Electronics and Communication Engineering, PCE			
	Attributes	Comments	No. Of Comments
Program	Organizing level	Excellent	45
		V. Good	28
		Good	22
		Poor	5
TEST	Relevance	Excellent	38
		V. Good	42
		Good	16
		Poor	4
	Depth	Excellent	54
		V. Good	16
		Good	18
		Poor	12
		Excellent	37
		V. Good	20

	Interest	Good	23
		Poor	10
INTERVIEWER	Knowledge	Excellent	65
		V. Good	20
		Good	13
		Poor	2
	Response to questions	Excellent	41
		V. Good	29
		Good	26
		Poor	4
	Delivery	Excellent	54
		V. Good	26
		Good	19
		Poor	1
Overall understanding of concepts		Excellent	46
		V. Good	29
		Good	20
		Poor	5
Would you like to attend similar activity in future?		Yes	85
		No	15
Suggestions		This type of Practical exposure should be arranged frequently.	