



# izi<sup>ar</sup>

e-magazine

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## Towards The Library of Future

Expert Secret To assessing  
Soft skill in the [Interview](#)



Opportunities Will Come Knocking If You're Willing To Learn



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## ABOUT US

In 2008, we started our journey by launching the company's first office in Kochi with an operation team executing industrial automation projects and within one year we opened our first training centre in Kozhikode. By providing the finest service, in a short span we got students from various parts of India and Africa too. As a next step, we expanded our training centres to diverse locations in India, Nigeria, Qatar, UAE, Kenya, and the KSA and now in 2022, we have altogether 18+ branches. IPCS Global, one of the most renowned Core Technical Instruction Providers in the World, has been offering training on numerous programmes that are focused on the future. The programmes that we choose for training segments are influenced by a variety of factors, including the stream's potential growth, the employability of our trainees, the accessibility of various employment markets, and many other aspects. Our current stream list includes Industrial Automation, Building Management and CCTV Systems, Embedded and Robotics, Internet of Things, Digital Marketing and IT and Software Development. 100% live and interactive classes, global certifications and placements are our major highlights.

Our next step is to expand IPCS to every single continent and to build a career oriented generation that stands with the future. We IPCS always focus on the upcoming trends and updates on every stream to make our students best and hold professional ethics and moral values tightly and never turns our clients unsatisfied. We firmly believe in the virtue of team spirit. All throughout, a culture of professionalism and mutual respect is upheld. Technology is the engine of business success and innovation. We believe that in the current digital world, it is important to understand how they affect our lives. As a part of our Corporate Social Responsibility, Team IPCS gave birth to "Iziar", a magazine that reflects technology trends and current trends in the market related to the same. The main goal is to raise awareness of available technologies and make them accessible wherever you are. It's about technology, inventions, startups, cyberpunk life & much more. Iziar was developed to give you insight into the latest innovations and keep you on top of the latest trends. Technology is like air, You can't live without it. So we welcome you to the technological world of Iziar.

## FLY HIGH.....BE STRONG IN FOUNDATION

"Time and technology waits for no man" is the new version of proverb to express today's world. We are all living in a fast changing world with lot of advanced technologies. It gives us immense pleasure to know that staff members of IPCS are starting an e magazine with their own contents. The real assets of IPCS are these energetic and passionate young staffs who are always innovative and creative.



**UBAIDULLA MEKKUTH**  
DIRECTOR, IPCS GLOBAL

The transition stage of technology takes almost 20 years. 1980s are the era of mass industrial production and the wide emergence of chips and electronic devices. 2000 -2020 is known as the era of Information Technology. During this time major technological companies started or expanded their operations including google and facebook. Internet is now flooded with information and people are really co fused to get right information. We are sure that this magazine will fulfill your thirst for information.

In early stage of industrial revolution, there is no relation between production and marketing. Now the concept of IIOT is integrating these two sectors. All data are available in cloud and the factory can produce the products according to the requirement from market. Industrial Automation and robotics can contribute much to this industry 4.0. The industry requires multiple skills and multi tasking is the base of new industry.

Apple founder Steve Jobs Said : "For the past 33 years, I have looked in the mirror every morning and asked myself: 'If today were the last day of my life, would I want to do what I am about to do today?' And whenever the answer has been no for too many days in a row, I know I need to change something."

We are all living and contributing our signatures to this world. I hope this venture will be a bold signature of all of the staffs behind this magazine and let it be a master piece in technical world.



# DIGITAL LIFESPAN



**Mr. ABHIJITH**

**BUILDING MANAGEMENT SYSTEM  
REGIONAL TECHNICAL HEAD**

Digital life is going to be what people make of it. Humans must make smart decisions regarding their partnership with technology if they want a better future. The era of a mostly unregulated internet will end. Elected representatives and technology industry pioneers will advance legal frameworks that aim to protect the public good. The lawless choice has caused damage to society in terrible ways. Internet use will be almost as common and essential in 50 years as oxygen. The norm will be seamless connectedness, and unplugging might not be feasible. Experts envision a wide range of potential situations for the planet in 50 years, from amazing advancements to dismal developments. People will live longer, healthier lives thanks to internet-enabled devices. The line between humans and machines will stay blurry due to scientific advancements. Artificial intelligence (AI) tools will take over physically demanding, dangerous, and repetitive labour, giving people more time for leisure. Each user's digital life will be tailored. A fully networked world will improve opportunities for international collaboration, cooperation and community outreach, unhindered by distance, language or time. Expansive internet access could give rise to further disruption of existing political and social power structures, significantly reducing disparities and empowering people. The divide among haves and have-nots would then grow as a privileged few hoard the economic, health and educational advantages of digital expansion. A power elite will regulate the internet and use it to observe and manipulate, whereas providing entertainment that maintains the masses distracted and careless.

The hyperconnected future would be occupied by isolated users unable to establish and keep unmediated human relationships. Personal privacy will become an archaic, outdated idea, as humans gladly trade discretion for enhanced healthcare, entertainment opportunities and assurances of security. Digital life lays users bare. It can motivate a loss of faith, frequently earns too much faith and regularly requires that users take the leap even though you have totally no trust. The fate of the natural world and that of humans are closely linked.

The technology-driven society in which we live is one that is full of promise but also problems in an era distinguished by significant advancements in automation and artificial intelligence. Cars which drive themselves, devices that read X-rays, and methodologies that deal with customer inquiries are all outgrowths of powerful new forms of automation. Even if these technologies improve our lives and increase productivity, part of the labour that people currently do will be replaced by them, which has raised a lot of public worry. Powerful new technologies are changing our world, enhancing lives, and increasing productivity. Although automation and artificial intelligence will increase productivity and economic growth, millions of people worldwide may need to change their employment or acquire new skills.

# TRENDING IN MOBILE SCADA

SCADA is the composition for "Supervisory Control and Data Acquisition." SCADA systems are typically used in industry for SCADA of industrial processes. Usually, SCADA systems use a computer, notebook, thin client, and PDA as a client. The wireless communication between the mobile and also the SCADA server is performed by suggests that of a base station via general packet radio service (GPRS) and wireless application protocol (WAP). The results have selected that the mobile-based SCADA combination using the WAP or GPRS transfer theme scheme increases the performance of the various applications in an exceedingly day while not inflicting a rise within the response times of SCADA functions. The SCADA operator will monitor and modify the plant parameters using the mobile, while not reaching the location. During this manner, productivity is inflated and maintenance costs are reduced.

The development of supervisory control and data acquisition system (SCADA) is more and more clear, and certain trends in this development can be noticed. SCADA system is becoming highly dependent on trends and computer technologies that are obvious in computer systems are slowly finding their way to the SCADA systems. In the last decagon, it is almost impossible to design a SCADA system without using some part of computer technologies. This applies not only to the physical part, hardware but also to computer technologies in software development. Hardware and software in the real system must work together and some connection between them must exist



**Ms. NISHIDHA**

**AUTOMATION REGIONAL TECHNICAL HEAD**

This blog discusses the use of mobile phones as a SCADA system. Any application system is monitored by a mobile phone in a sample SCADA system. An attempt is made to provide some insight into design considerations for wireless mobile phone-based automation as used in modern SCADA systems. It is emphasized that with some basic knowledge of design considerations, it is easier to take the right automation approach and choose the right equipment for the task at hand. Test results have indicated that the mobile-based SCADA integration using a GPRS or WAP transfer scheme could enhance the performance in daily work without giving up much in the response times of SCADA functions.





A new Smartphone app, called the ProSoft i-View from ProSoft Technology, provides real-time remote SCADA and process control capability for plant operators. Using an iPhone, iPad or iPod, the new app allows operators to remotely monitor and modify measurements of flow, controls of the valve, process data, and status data, among others. The product works with the Ethernet/IP or Modbus TCP/IP networks and it can display live process control values in stylized lists, including user-established variance allowances with real-time alarms and notifications. Controls and data shows are color-coded based on the values.

Upon configuration, the app offers a feature that requires the user to assign a matching security code as a password for network access and a security tag for the controller's CPU. The security code should match the CPU to create an "outside" connection. The new app also supports the new Retina Display feature on the iPhone 4 and iPod touch, for richer display.

TeslaSCADA to secure access to production and process data through Smartphone and other Android devices, using the industrial communication standard – OPC Unified Architecture (UA). Nowadays, mobile devices are becoming more powerful and the communication infrastructure like Wi-Fi, 3G, 4G is becoming cheapest. Now employees could receive technical information and have access to system controls anywhere at any time. Our idea is to do a quick visualization between Android devices and remotely situated industrial devices such as flow meters, compressors, tanks, artificial lift devices and more. TeslaSCADA allows the monitoring and control of automated processes to be extended to an ordinary mobile device, smartphone or tablet without an extra development environment. It takes only minutes to set it up if you're used to SCADA. TeslaSCADA based on the binary OPC UA protocol. OPC UA is a highly efficient and secure standard, which allows encrypted transmission, authenticated and authorized access to production data.



# Towards The Library of Future

Artificial intelligence (AI) is the Science and Engineering domain concerned with the theory and practice of developing systems that exhibit the characteristics we associate with intelligence in human behaviour. Starting with a brief history of artificial intelligence, this article presents a general overview of this broad interdisciplinary field, organized around the main modules of the notional architecture of an intelligent agent (knowledge representation; problem solving and planning; knowledge acquisition and learning; natural language, speech, and vision; action processing and robotics) which highlights both the main areas of artificial intelligence research, development and application, and also their integration.

Artificial Intelligence (AI) is the Science and Engineering domain concerned with the theory and practice of developing systems that exhibit the characteristics we associate with intelligence in human behaviour, such as perception, natural language processing, problem solving and planning, learning and adaptation, and acting on the environment. Its main scientific goal is understanding the principles that enable intelligent behaviour in humans, animals, and artificial agents. This scientific goal directly supports several engineering goals, such as, developing intelligent agents, formalizing knowledge and mechanizing reasoning in all areas of



**ANSU A PILLAI**

**PYTHON AND DATA SCIENCE TRAINER**

with computers as easy as working with people, and developing human-machine systems that exploit the complementariness of human and automated reasoning.

AI is a very broad interdisciplinary field which has roots in and intersects with many domains, not only all the computing disciplines, but also mathematics, linguistics, psychology, neuroscience, mechanical engineering, statistics, economics, control theory and cybernetics, philosophy, and many others. It has adopted many concepts and methods from these domains, but it has also contributed back.





# FUTURE GOALS OF AI

## Robotic process automation

Robotic process automation is an application of artificial intelligence that configures a robot (software application) to interpret, communicate and analyse data. This discipline of artificial intelligence helps to automate partially or fully manual operations that are repetitive and rule-based. Designing robots and coding them to automate them help students fine-tune the STEM concepts along side new-age skills such as critical thinking and creativity. Robotic process automation is an application of artificial intelligence that configures a robot (software application) to interpret, communicate and analyse data. This discipline of artificial intelligence helps to automate partially or fully manual operations that are repetitive and rule-based. Designing robots and coding them to automate them help students fine-tune the STEM concepts along side new-age skills such as critical thinking and creativity.

## Cloud Technology

Cloud is a shared pool for dynamically-scalable digital resources and other IT services that can be provided via the Internet with minimal management effort or service provider interaction. Incorporating cloud technology with education is a vital part of the transition in the Edtech sector. Be it academic content or school management everything can be managed via cloud technology. This is the very reason EdTech companies are coming up with smart cloud solutions that can provide comprehensive solutions to institutions and help all the academic stakeholders.



## Machine learning

Machine learning is a branch of artificial intelligence (AI) and computer science which focuses on the use of data and algorithms to imitate the way that humans learn, gradually improving its accuracy. Machine Learning is a division of artificial intelligence which empowers machine to make sense from data sets without being actually programmed. Machine learning technique helps businesses to make informed decisions with data analytics performed using algorithms and statistical models. Enterprises are investing heavily in machine learning to reap the benefits of its application in diverse domains. Healthcare and the medical profession need machine techniques to analyse patient data for the prediction of diseases and effective treatment. The banking and financial sector needs machine learning for customer data analysis to identify and suggest investment options to customers and for risk and fraud prevention. Retailers utilize machine learning for predicting changing customer preferences, consumer behaviour, by analysing customer data.





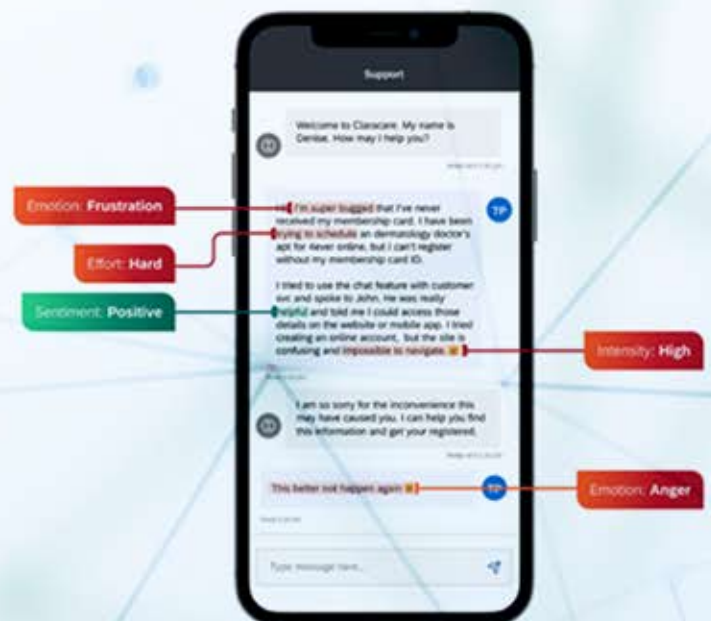
## Speech recognition

Speech recognition using Artificial Intelligence (AI) is a software technology powered by advanced solutions such as Natural Language Processing (NLP) and Machine Learning (ML). NLP could be called human language processing because it is an AI technology that processes natural human speaking. The recorded voice data is first converted to a digital form that computer software can process. The digitized data is further processed by the NLP, ML, and deep learning technologies. This digitized speech can then be used for consumer solutions like smart phones, smart homes, and other voice-activated solutions.

## Natural language generation

**Artificial Intelligence**, defined as intelligence exhibited by machines, has many applications in today's society. One of its application, most widely used is natural language generation.

**Natural Language Generation (NLG)** simply means producing text from computer data. It acts as a translator and converts the computerized data into natural language representation. In this, a conclusion or text is generated on the basis of collected data and input provided by the user. It is the natural language processing task of generating natural language from a machine representation system. Natural Language Generation in a way acts contrary to Natural language understanding. In natural language understanding the system needs to disambiguate the input sentence to produce the machine representation language, whereas in Natural Language Generation the system needs to make decisions about how to put a concept in to words.



## Biometrics

Deep learning another branch of artificial intelligence that functions based on artificial neural networks. This technique teaches computers and machines to learn by example just the way humans do. The term "deep" is coined because it has hidden layers in neural networks. Typically, a neural network has 2-3 hidden layers and can have a maximum of 150 hidden layers. Deep learning is effective on huge data to train a model and a graphic processing unit. The algorithms work in a hierarchy to automate predictive analytics. Deep learning has spread its wings in many domains like aerospace and military to detect objects improving worker safety by identifying risk incidents when a worker gets close to a machine, helps to detect cancer cells, etc.





# Conclusion

While concluding, it can be analysed that AI has benefited computer science because it is the artificial psychology that made the machines to focus on the philosophical arguments. AI is at the centre of a new enterprise to build computational models of intelligence. The main assumption is that intelligence (human or otherwise) can be represented in terms of symbol structures and symbolic operations which can be programmed in a digital computer. There is much debate as to whether such an appropriately programmed computer would be a mind, or would merely simulate one, but AI researchers need not wait for the conclusion to that debate, nor for the hypothetical computer that could model all of human intelligence. Aspects of intelligent behaviour, such as solving problems, making inferences, learning, and understanding language, have already been coded as computer programs, and within very limited domains, such as identifying diseases of soybean plants, AI programs can outperform human experts. Now the great challenge of AI is to find ways of representing the common sense knowledge and experience that enable people to carry out everyday activities such as holding a wide-ranging conversation, or finding their way along a busy street. Conventional digital computers may be capable of running such programs, or we may need to develop new machines that can support the complexity of human thought.





**PRAYAG P R**

CORPORATE RELATIONSHIP OFFICER

# EXPERT SECRET TO ASSESSING SOFT SKILL IN THE **INTERVIEW**

Jobs, tasks, and processes become more and more automated. However, soft skills cannot yet be replicated by machines. Deloitte reports that "soft skill-intensive occupations will account for two-thirds of all jobs by 2030", and that the revenue of a business can increase by hiring employees with more soft skills.

Soft skills, which are commonly defined as non-technical skills that enable someone to interact effectively and harmoniously with others, are vital to organizations and can impact culture, mindsets, leadership, attitudes and behaviors

In a rapidly changing world, how work gets done is also evolving. Whether we are talking about in-house, remote, or hybrid workforce, the way we approach the hiring process, together with the necessary skills needed for the job, has also changed. Soft skills (empathy, emotional intelligence, kindness, mindfulness, adaptability, integrity, optimism, self-motivation, and resilience) now play a massive role in the hiring process and the successful performance of employees.

And this is why soft skills have become very important over the years. But now, more than ever.



## BENEFITS OF POSITIVE ATTITUDE

- Helps achieving goals and attaining success.
- Success achieved faster and more easily.
- More happiness.
- More energy.
- Greater inner power and strength.
- The ability to inspire and motivate yourself and others.
- Fewer difficulties encountered along the way.
- The ability to surmount any difficulty.
- Life smiles at you.
- People respect you.



## ADD POSITIVE BEHAVIOUR

## INFLUENCE YOUR ENVIRONMENT

- Spread a smile around
- Sprinkle some positive on the negatives
- Focus on the good of each day
- Say please and Thank you
- Practice empathy
- Evaluate your behavior
- Never miss an opportunity to complement
- See criticism as opportunity to improve
- Keep promises
- Cultivate your sense of humor
- Keep open mind to changes
- Have a forgiving view of people



# THE CHOICE IS YOURS

With a Bad Attitude you can never have a Positive Day

With a Positive Attitude you can never have Bad Day

A positive attitude is like a magnet for positive results

Choose POSI+IVE Living



## TOP 10 SOFT SKILLS

- Strong Work Ethic
- Dependable
- Positive Attitude
- Self Motivated
- Team Oriented
- Organized
- Works Well Under Pressure
- Effective Communicator
- Flexible
- Confident



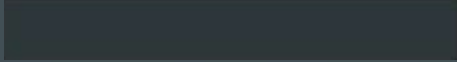


# RESUME PREPARATION & INTERVIEW TIPS


(POINTS TO BE NOTED)

- Keep it brief – usually two pages maximum
- Avoid unnecessary personal detail such as age, religion, and sex
- Don't write in the first person – start sentences with verbs.
- Always use Objective or Summary by your own don't use default writings if using apps or on referring websites.
- List your career history and education qualification in reverse chronological order. Don't forget to include a short note to explain any gaps.
- Include Technical Skills (Software and hardware knowledge), language skills, and any relevant training if undertaken.
- Include projects, Internship, Journals, if you done in academics or by any other means.
- No need of Including hobbies, leisure activities, strength, weakness sessions.
- Declaration can be put if needed.
- No need of adding reference unless experienced.
- After completing resume do proofreading before taking final out.





**AUTOMATION ENGINEER**



### Contact Me

Mobile

E-mail

Address

Birth Date

### Education

2017 -2020

Pondicherry Engineering College(Autonomous)

Electronics And Instrumentation Engineering

2015 -2017

Indira Gandhi Polytechnic College(Tamil Nadu Board)

Instrumentation And Control Engineering

2013 -2015

Higher Secondary(Kerala Board)

2012 -2013

High School(Kerala Board)

### Awards And Achievements

- B grade in workshop on Medical Image Processing
- Certificate in Human Resource Development Course Organized by IIT Kharagpur
- Undergone two weeks implant training at KELTRON

### Project

**Automated Waste Segregator**

Developing a mechanized system to help save the lives of many and making the world a cleaner and a greener place is the noble objective of our project. We have thus proposed an automated waste segregator that aims at segregating the waste at the disposal level itself. It is designed to sort the waste into 3 major categories, namely metallic waste, dry waste and wet waste, thereby making waste management more effective.

### Technical Skills

- Good knowledge in programming installation and fault correction of different types of PLC's like
  - Allen Bradley Micrologix, SLC 500, Siemens S7-300, S7-1200, GE Fanuc Versamax, Delta, ABB, Mitsubishi.
- Scada Configuration
- Application development, operation & monitoring of trends and alarms
- Wonderware intouch
- Siemens Wincc
- HMI Design and Configuration
- Allen Bradley Panel view
- Delta
- Familiar with programming installation and fault correction of AC DRIVES(Allen Bradley, Delta) Servo motor(Delta).
- Configuration of Modbus capable devices in network systems.
- Configuration and Commissioning Temperature controller, Discrete sensors, Timers, Counters etc.

### Languages

- Malayalam, English, Tamil, Hindi

## The Five Part Interview & Tips on Interviewing

### \*Preparing for Interviews

- Research the company
- Share examples of achievements
- Describe the Situation, the Task, the Action you took and the Results of your action.
- Assemble relevant information beforehand
- Re-read your resume and the job ad as a refresher.
- Check yourself in a full-length mirror before the interview



# Dressing for the Interview

Whether you're going for a blue collar job or a white collar job, a creative role or a business role, there is one general rule when it comes to what to wear: dress up.

The general consensus amongst the recruiters is that dressing to impress for that first job interview not only tells the interviewer you are serious about the job but also that you're serious about yourself

Even in cases where the company culture allows casual dress every day or where the role requires you to wear work denims, it's still a good idea to dress in formal office gear for the initial job interview.



WHAT DO I WEAR?

## Arriving on Time

- Be on time! This means not only don't be late, but don't be too early, and don't arrive with "baggage". 10 minutes early is good.
- Smile. Make eye contact and give a firm handshake.



# Types of Interviews

## Behavioral Interview

A common type of job interview in the modern workplace is the behavioral interview or behavioral event interview, also called a competency-based interview. This type of interview is based on the notion that a job candidate's previous behaviors are the best indicators of future performance. In behavioral interviews, the interviewer asks candidates to recall specific instances where they were faced with a set of circumstances, and how they reacted

## Stress Interview

Stress interviews are still in common use. One type of stress interview is where the employer uses a succession of interviewers (one at a time or en masse) whose mission is to intimidate the candidate and keep him/her off-balance. The ostensible purpose of this interview: to find out how the candidate handles stress

Stress interviews might involve testing an applicant's behavior in a busy environment. Questions about handling work overload, dealing with multiple projects, and handling conflict are typical

## Phone Interview

Telephone Interviews take place if a recruiter wishes to dwindle down the number of prospective candidates before deciding on a shortlist for face-to-face interviews. They also take place if a job applicant is a significant distance away from the premises of the hiring company such as abroad or in another state.

## Technical Interview

This kind of interview focuses on problem solving and creativity. The questions aim at your problem-solving skills and likely show your ability and creativity. Sometimes these interviews will be on a computer module with multiple-choice questions.

## Group interviews

include Group Discussion, Debates etc

## Panel Interview





# Body Language

- Body language is a form of non-verbal communication, consisting of body pose, gestures, and eye movements. Humans send and interpret such signals subconsciously.
- Some research has stated that human communication consists of 93% body language and paralinguistic cues, while only 7% of communication consists of words themselves - however, other research assert that between 60 and 70 percent of all meaning is derived from nonverbal behavior.
- Body language may provide cues as to the attitude or state of mind of a person. For example, it may indicate aggression, attentiveness, boredom, relaxed state, pleasure, amusement, besides many other cues.



Good Eye Contact Smile

Open Body Language

Don't Slouch

Don't be too erect engaged

Make sure your eyes sparkle Be

Breathe deeply

Accept a glass of water

Practice your handshake



# Communication

Matching your communication style to that of the interviewer

Listen carefully to the interviewer's questions

Avoid interrupting the interviewer.

Try not to use jargon in your answers or questions.

## Dealing with Nerves

- Being nervous is normal and most experienced interviewers understand this. And it rarely harms your chances if you acknowledge your nervousness.
- However, **EXCESSIVE** nervousness can work against you – especially if you continually **APOLOGIZE FOR IT**.
- It makes other applicants, who are more relaxed and confident, seem more attractive.
- Also, many people tend to be overly talkative when nervous. If you fall into this category, try not to go off on tangents.
- Stick to the question being asked and answer it concisely. You will control your nervousness more effectively if you have taken the time to practice answering questions before the



## Closing the Interview

- The purpose of the interview is to help you (as well as the company) determine if the position will be right for you.
- Prepare questions and ask the interviewer these when asked to do so.
- Ask (if you haven't been told) what the process will be after the interview has been completed, or when they would be prepared to make a decision.
- Leave the interviewer with a good impression – smile and a firm handshake.





# Common Interview Questions

- Tell me about yourself
- Why did you leave your last job?
- What experience do you have in this field?
- Do you consider yourself successful?
- What do co-workers say about you?
- What do you know about this organization?
- What have you done to improve your knowledge in the last year?
- Are you applying for other jobs?
- Why do you want to work for this organization?
- Do you know anyone who works for us?

## Interview Caveats

- Being too friendly.
- Not listening to questions carefully.
- Saying "we" instead of referring to your own achievements.
- Making very general statements which lack substance.
- Being over enthusiastic.
- Being poorly prepared.
- Slouching, mumbling, speaking slowly.
- Knowing nothing about the company to whom you are talking.
- Making derogatory remarks about your previous employers



## Conclusion – Final Tips

- Know the company: You should be pretty well acquainted with the company and the type of work they do. You will need to do your homework and know something of their corporate culture, internal systems, business history, annual reports, mission statement etc. You can do this using several resources including company brochures, pamphlets, annual reports, newsletters and the company Web site.
- Confirm important details: Confirm times and arrive at least fifteen minutes early to create a good first impression, travel to the interview location a day before using the same method of transport to ensure you will be on time and memorize the name of the interviewer.
- Switch off your mobile: make sure it is switched off during the interview to avoid distractions.
- No wet fish handshakes: Shake hands warmly with a firm grip. Handshakes have a far deeper significance than most people give credit for.
- Ask questions: At the end of the interview, ask questions. This is your chance to really impress the interviewer with your research skills about the company and list of planned questions about the role.
- Body language: Don't smoke, relax, smile, look at people as you speak to them, avoid one word answers, ask questions if something seems unclear and keep your answers simple and honest.
- Job Offer: Finally: If you accept the job, you have given your word, it is a "Verbal Contract". If you have any doubts, ask for time to think but give a time within 24 hours by which you will respond, and stick to it.

## WHILE interview DO NOT

- Emphasize your weaknesses.
- Draw attention to negative attributes such as poor attendance, grades, being fired, etc.
- Criticize former employers, co-workers, or school personnel.
- Discuss personal issues, good or bad, which are irrelevant.
- Discuss salary or benefits unless the interviewer brings it up first.







## End of Interview

- Ask the job-related questions you prepared for the interview.
- You may be offered the job immediately.
- In that case, you should ask about specific salary, benefits, and work hours.
- You do not have to give them an immediate answer.
- Ask for a day to think about it.
- If you are told that you will be contacted, ask about how long it will be.
- Offer to call in a few days to find out the decision.
- This shows your continued interest
- Make sure the interviewer knows how best to contact you and that you are available for any additional information that may be needed.
- Thank the person for the interview and their interest in you as a potential employee or student.
- Shake hands firmly on the way out.

## The Follow-Up

- Send the interviewer a thank-you E Mail soon after the interview.
- Call the company about a week after the interview to find out if they have made a decision. If they have not, find out when they expect to have a decision.

## Why People Are Not Hired !

- **Poor personal appearance**
- **Inability to communicate clearly, poor voice, and grammar**
- **Lack of planning for a career...no purpose or goals**
- **Lack of enthusiasm and confidence in the interview**
- **Condemning past employers**
- **Failure to look the interviewer in the eye**
- **Limp handshake**
- **Late to the interview**
- **Does not thank the interviewer for his/her time**
- **Asks no questions**
- **Lack of knowledge about the business or the position**

## Thanks

Expert panels    **Anand H S**  
**Rakesh K C**  
**Jomesh Jose**  
**Jayakumar M**

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## Articles

**DIGITAL LIFESPAN**    **Abhijith K S**

**TRENDING IN**  
**MOBILE SCADA**    **Nishidha**

**EXPERT SECRET TO ASSESSING**  
**SOFT SKILL IN THE** **INTERVIEW**    **Prayag P R**

**Towards The Library of**  
**Future**    **Ansu A Pillai**

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