

## **Interviewing Tips**

### **The Employment Interview**

Remember that any interview is based on the exchange of information in which people meet on equal terms

#### **Function of the interview**

##### **1. The interviewer wants to assess**

- The applicant's training and experience
- His/her personality, temperament, behavioural suitability for the position, social adaptability & sense of responsibility
- His/her potential for work, training and leadership

##### **2. The interviewee wants to**

- Present him/herself favorably, acceptably and confidently
- Find out more about the position, if necessary

#### **Preparing for the interview**

##### **1. Obtain clear job description**

- Do not rely on job title only
- Find out, before you apply, exactly what your duties would be and what kind of worker they want

##### **2. Self-Assessment**

- List your strong and weak points, especially regarding to the job for which you want to apply
- Determine remedies for weaker points
- List factors that would motivate you in such a job, as well as factors that you regard as absolutely essential for your job satisfaction (bearing in mind that the perfect job does not exist)

##### **3. Make sure that you are the right applicant**

- Do you meet at least the major requirements? How many of the minor requirements do you meet?
- Does the job meet your requirements (self-assessment)

#### **4. Know something about the organization**

- Find out as much as you can about the product / services, the structure, economic position, policies and facilities of the organisation
- Obtain information from the general business publication and the organisation's own material (annual report, brochures, newsletter, website etc), as well as from people who know the organization well.

#### **5. Prepare suitable answer to the typical interview questions listed at the end of this Section**

#### **6. Find out if it will be one person or panel interview**

#### **7. Other hints:**

- Prepare your own questions to ask if the opportunity arises, or at the end of the interview
- Be careful how you phrase questions (use diplomacy)
- Expect unexpected questions
- Don't let an interviewer intimidate you, but don't be cheeky
- Once the interview is over, thank the interviewer(s) and depart

#### **At the interview**

##### **1. Be punctual**

##### **2. Be prepared**

##### **3. Be prepared to cope with stress / tension**

- Relax facial muscles, arms and hands, upper body, legs and feet
- Do not clasp hands during interview
- Act the way you want to feel and want to be seen

##### **4. Non- Verbal Communication**

- Be punctual
- Dress appropriately for the situation, rather too conservatively/ formally than too modern/casual (be careful of perfume, deodorant and after-shave)
- A neat look is important (Grooming)
- Enter confidently and smiling
- Shakes hands with interviewer(s)
- Do not sit down unless invited to
- Be naturally erect, attentive, composed & relaxed
- Be friendly and courteous but not subservient
- Use pauses to your advantages (not too long)
- Facial expression should convey interest, enthusiasm, alertness
- Maintain comfortable eye-contact
- Vocal tone, volume, pronunciation should also convey enthusiasm etc
- Use gesture sparingly and controlled, don't fidget
- Do not smoke(even if invited to), chew gum, avoid mannerisms

## 5. Verbal communication

- Introduce yourself by name and greet interviewer by name (rather use formal address than first name)
- Remember interviewer(s) name throughout the interview
- Be polite
- Keep away from small talk rather be formal and brief
- Talk spontaneously, but stick to the topic and the job
- Use pause (1-3 seconds) to think before you answer
- Answer clearly, completely, briefly, as specifically as you can
- Do not apologise for weak points, rather counter act with strength
- Be honest
- Bring your skills, accomplishments and experience to their attention with modesty.

## Possible Question asked during an interview

- Tell me about yourself (Mention qualifications, experience, special areas of expertise, behavioural strengths related to the job)
- What do you know about our organization/firm/company (Mention where they have been and where they are going? What are the current issues and who are the major player)
- Why do you want to work for this organization (Point out what about the organization and the position you find attractive)
- Why do you wish to leave your present employer (Give positive reason without lying)
- What are your strength and weaknesses (Strength is a great chance to highlight your best skills and Be sure about the weakness you talk about is not a key element of the position)
- What experience do you have in this field (Speak about specifics that related to the position you are applying for. If you do not have specific experience get as close as you can)
- What have you done to improve your knowledge in the last year (Try to include improvement activities that relate to the job)
- What kind of salary do you need (A nasty little game that you will probably lose if you answer first, you can say based on my qualifications & experience I am sure what you will offer me it will be ok)
- Are you a team player (You are, of course, a team player be sure to have example ready to support your answer)
- Explain how you would be an asset to this organization (You should be anxious for this question. It give you a chance to highlight your best points as they relate to position being discussed)
- Tell me about a suggestion you made (Have a good one ready. Be sure and use a suggestion that was accepted and was then considered successful. One related to the type of work applied for is a real plus)
- Why do you think you would do well at this job (Give several reasons and include skills, experience and interest)
- Tell me about the ability to work under pressure (You may say that you thrive under certain types of pressure. Give an example that related to the type of position applied for)
- What motivates you to do your best on the job (This is a personal trait that only you can say, but good examples are: challenge, Achievement, Recognition)
- Are you willing to work overtime, night & weekend (This is up to you, be totally honest)
- Would you be willing to relocate if required (Be honest at this point and save yourself future grief)

- Are you willing to put the interests of the organization ahead of your own (This is a straight loyalty and dedication question. Do not worry about the deep ethical and philosophical implication. Just say yes)
- What qualities do you look for in a boss (Be generic and positive. Safe qualities are knowledgeable, a sense of humor, fair, loyal to subordinates and holder of high standards)
- Tell me about a time when you helped resolve a dispute between other (Pick a specific incident)
- What do you feel has been your greatest work-related accomplishment (Give specific details about what you did, how you did it and what the result were)
- How do you handle stressful situations (Tell how you use time management, problem-solving or decision-making skills to reduce stress)
- What is the toughest problem you've had to face and how did you overcome it (Try to make this about a problem that faced your company and not just you or your particular work group. The bigger the problem, the better. Give specific example of the skills and techniques you used to resolved this problem and emphasize the successful result)
- Why are you the best person for this job (Be confident and enthusiastic when you answer this)

**These are just some of the hundreds of possible questions.**