



UKA TARSADIA
university

INTERVIEW

Essential Interview Skill-Overview

Interview
Definition

Interview
Experiences

Preparing for
Interviews

Dressing for
Interviews

Arriving on time

Check the
Competition

Types of
Interviews

Behavioural
Interview

Phone Interview

Other Interviews

Body Language

Communication

Dealing with
Nerves

Closing the
Interview

Common
Questions

Interview
Caveats

Lunch Break
(30 minutes)

Mock Interview

Summary

Conclusion

Interview Experience

Tell me about your previous Interviews

- ▶ Was it successful?
- ▶ How long did it go for?
- ▶ What impression did you make?
- ▶ What questions were asked?
- ▶ What were your answers?
- ▶ How did you think you went?
- ▶ Any areas for improvement?



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



Rehearsing for your Interview

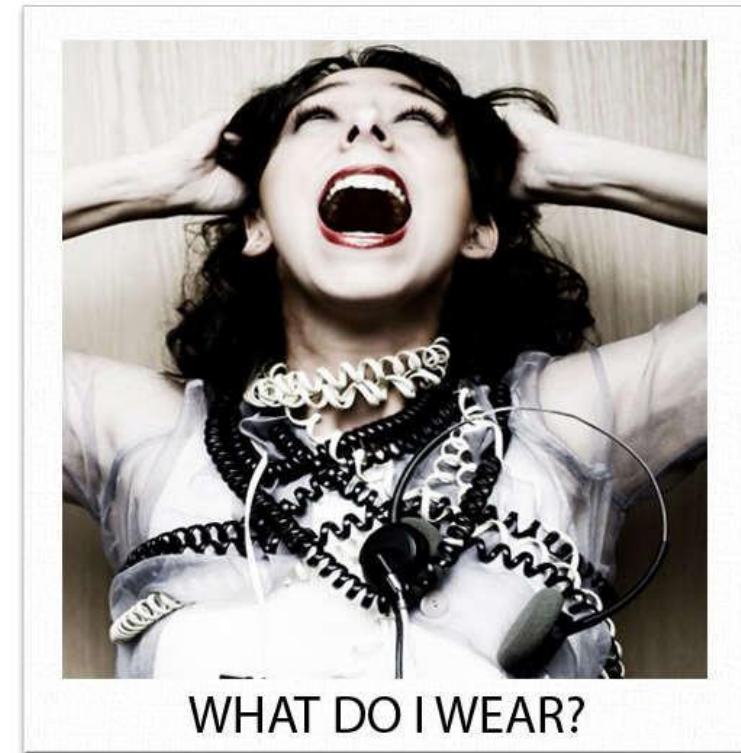
- ▶ Rehearse your answers out loud before the interview to test how well prepared you are
- ▶ Identify any gaps in your delivery and answering techniques
- ▶ Rehearse with a real person. Your rehearsal partner can provide you with feedback and constructive criticism which is vital to improving your chances for success
- ▶ Rehearsing will help you build your confidence and delivery technique
- ▶ Rehearse multiple times until you feel your answers are flowing

Researching the Company

- ▶ Research the company and speak about what you know about the company during interview
- ▶ Use the internet, catalogues, and other sources of information to find out as much as possible
- ▶ Speak to people that works in the company to find more about out the culture and working environment
- ▶ Research the company (using published materials and contacts) so that you are able to ask "intelligent questions".
- ▶ Reflect the image of someone working within the company

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.



Dressing for the Interview

- ▶ For a white collar role, a crisp business suit and tie with formal shoes for men and business suit with either skirt or pants for women is recommended. Navy blue is always a good choice as it is business like and conservative.
- ▶ For a blue collar role in a less formal office environment, a crisp, clean shirt/top and jacket with either trousers or pants for a woman or shirt and tie and jacket for a guy with dress shoes and business socks is fine.
- ▶ As a general rule, take extra care with your appearance for a job interview. Make sure your clothes are clean and ironed.
- ▶ Wear clothes that are comfortable so you are concentrating on what is being asked of you.
- ▶ Both women and men should go light on the fragrance and aftershave.
- ▶ If in doubt, do a full dress rehearsal before the interview and get a second opinion from a friend or family member.

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.



Check out the Competition

- ▶ Who is sitting next to you?
- ▶ How many people applying for the position?
- ▶ How do you rate compared to them?
- ▶ What are their qualifications and experiences?
- ▶ Ask them if they know any other company looking for people?

Types of Interviews

- ▶ Behavioural Interview
- ▶ Stress Interview
- ▶ Phone Interview
- ▶ Technical Interview
- ▶ Group interviews
- ▶ Panel Interview
- ▶ Role Plays

Behavioural Interview

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

Behavioural Interview Questions

- ▶ Tell me about a project you worked on where the requirements changed midstream. What did you do?"
- ▶ "Tell me about a time when you took the lead on a project. What did you do?"
- ▶ "Describe the worst project you worked on."
- ▶ "Describe a time you had to work with someone you didn't like."
- ▶ "Tell me about a time when you had to stick by a decision you had made, even though it made you very unpopular."
- ▶ "Give us an example of something particularly innovative that you have done that made a difference in the workplace."
- ▶ "What happened the last time you were late with a project?"
- ▶ "Have you ever witnessed a person doing something that you felt was against company policy. What did you do and why?"

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 behaviour in a busy environment.
- ▶ Questions about handling work overload, dealing with multiple projects, and handling conflict are typical.

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.

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 behaviour.
- ▶ 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.

Body Language

- ▶ Good Eye Contact
- ▶ Smile
- ▶ Open Body Language
- ▶ Don't slouch
- ▶ Don't be too erect
- ▶ Make sure your eyes sparkle
- ▶ Be engaged
- ▶ Breathe deeply
- ▶ Accept an offer for a glass of water
- ▶ Practice your handshake



Interview Communication Skills

- ▶ **Matching your communication style to that of the interviewer.**
- ▶ **Listen carefully to the interviewers questions**
- ▶ **Avoid interrupting the interviewer.**
- ▶ **Try not to use jargon in your answers or questions.**



Interview Communication Skills

- ▶ A good handshake
- ▶ Pronounce the interviewer's name PROPERLY.
- ▶ Get the interviewer to do a lot of the talking.
- ▶ Maintain Good eye contact with your interviewer.
- ▶ Smile. Look as if you are enjoying the conversation.
- ▶ Have a Confident posture.
- ▶ Mirror your interviewer's body language.
- ▶ Keep all your answers positive.
- ▶ Show ENTHUSIASM.
- ▶ LISTEN carefully to the interviewer's question.
- ▶ Ask the interviewer questions when the opportunity arises

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 interview.



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.

Mock Interview

The Mock Interview Program is designed to help you:

- ▶ Practice interviewing
- ▶ Develop interviewing strategies
- ▶ Reduce your anxiety and nervousness before your actual interview
- ▶ Create a good first impression
- ▶ Communicate your skills clearly
- ▶ How to answer difficult questions



**This is an audition for your career.
Make sure you know your lines.**

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.

Final Tips

- ▶ **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.

Job Interview

1

Why should we hire you?

If you hire me, it will be a great platform to showcase my skills. Whatever goals I set, I ensure to complete them within stipulated time.

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THE COMPANY



Job Interview

2

Reason behind leaving your last job?

In order to enhance my skill set, I am looking for better opportunities.

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Job Interview

3

Why have you been unemployed for such a long time?

I enrolled myself for some advanced personality development course with some freelance work.

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Job Interview

4

Tell me your ability to work under pressure?

I keep myself calm and focus on multi tasking while being patient.

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Job Interview

5

What are your expectations from job?

Professionally advancement and good future.

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Job Interview

6

Describe your management style?

I will be constantly keeping tab of assigned work with my subordinates and seniors, finishing the assigned job before deadlines.

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Job Interview

7

Are you a team player?

Yes, The team which I was a part of have successfully completed the projects within deadlines.

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Job Interview

8

What irritates you about co-workers?

I believe in team work. Even if I find anything irritating, I try to avoid it unless it personally affects me.

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Job Interview

9

How long would you expect to work for us if hired?

As long as I feel challenged professionally.

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Job Interview

10

How do you see yourself 5 years from now?

I see myself in a senior position managing important portfolio of this company.

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Job Interview

11

Do you consider yourself successful?

Yes, apart from appraisals I think I have earned a bunch of good colleagues in my life.

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Job Interview

12

What is your weakness?

I concentrate on one thing at a time.

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Job Interview

13

What is your strength?

I am a quick learner and a great team player.

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Job Interview

14

What position do you prefer on a team working on a project?

It doesn't matter till I learn something new in every project.

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Job Interview

15

Do you have any question for us?

When can I join?

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**Keep Calm
&
Best Wishes
For the
Interview**

