

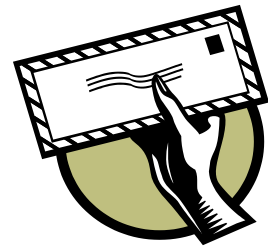
GUIDELINES TO A SUCCESSFUL INTERVIEW

How to Write a Covering Letter

All CV's should be accompanied by a Covering Letter.

The covering letter has several purposes:

- It lets administrative staff know what the correspondence is about
- It is often the first thing an employer reads
- It allows you to say what you are applying for
- It sets the tone for the CV



Rules of a Covering Letter

- You must write a new letter for each application
- The addressee must be correct
- The date should be correct
- The covering letter should not be more than 1 page
- The covering letter should have a good layout
- The covering letter should be typed

GUIDE LINES OF WRITING A COVER LETTER:

- Your name, address and telephone numbers
- The name of the person you are writing the letter to
- Their job title
- Their address
- The initial greeting

The first sentence should state:

- The job you are applying for
- Reference number
- Where the job was advertised
- A couple of sentences as to why the job is right for you
- A polite request for a reply
- Your signature and your name, typed below

COMPONENTS OF WRITING A PRESENTABLE C.V

Layout:

- Do not use the words "Resume or Curriculum Vitae" at the top of your CV
- At the top of your CV, put your full name, it should be bold and cantered in the page
- Aligned on the left side of the page, give your address
- Use the right hand side for telephone numbers

Essential Contact Details

- Home address
- Telephone number
- Cell phone number
- Fax number
- E-mail Address

Education and Training

- Make a list of all your qualification and decide which of those are essential to put in your CV

Work History

- List your most recent job first, and then move on to the previous ones and so on.

For each job you should list.

- Dates of employment
- Job title
- Employer's number
- Your responsibilities
- Your achievements in the job

Attachments

- Certificates
- Identity Documents
- Driver's License if applicable
- Aligned on the left side of the page, give your address
- Use the right hand side for telephone numbers

The Purpose of an Interview

An interview is one of the most important phases of the job search Process. Your CV and cover letter are simply tools to get you to the Interview stage. The interview is your opportunity to convince an employer that you are the right person for the job.

The main purpose of an interview is for the interviewer to gather relevant information about the Candidate.

How to conduct yourself in an Interview

It starts before you go in; you should be on your best behaviour the Minute you step into the company's building not just as you go into the Interview room itself. Many interview panels seek the opinion of the Receptionist who welcomed the candidate, so you need to impress him Too. Smile warmly and address anyone you meet with courtesy. Don't fidget excessively nervous while you are waiting. If you need to adjust your clothing or check that your teeth are clean, do so in the bathroom.

Acceptable dress code, for attending a job interview

Clothing is one of the surest ways in which we express our personalities. While maintaining who you are, always attend a job interview dressed professionally. While this is not a direct form of body language, your dress sense certainly communicates much about you. If the culture of the organization is relaxed, they will forgive

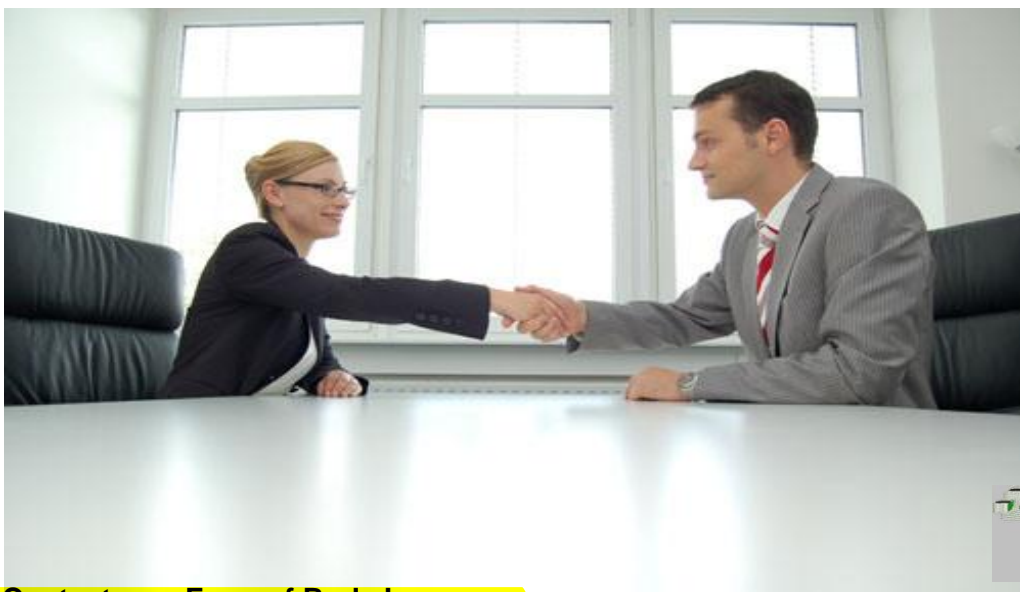


Physical Contact with your Interviewer

While this may seem obvious many people battle with physical contact boundaries. Consider that not everyone may be as adverse to it either.

IF IT'S POSSIBLE, SHAKE HANDS WITH EVERY STAFF MEMBER YOU MEET DURING THE INTERVIEW.

A firm respectful grasp just strong enough to communicate your determination will make for sound use of body language when attending a job interview.



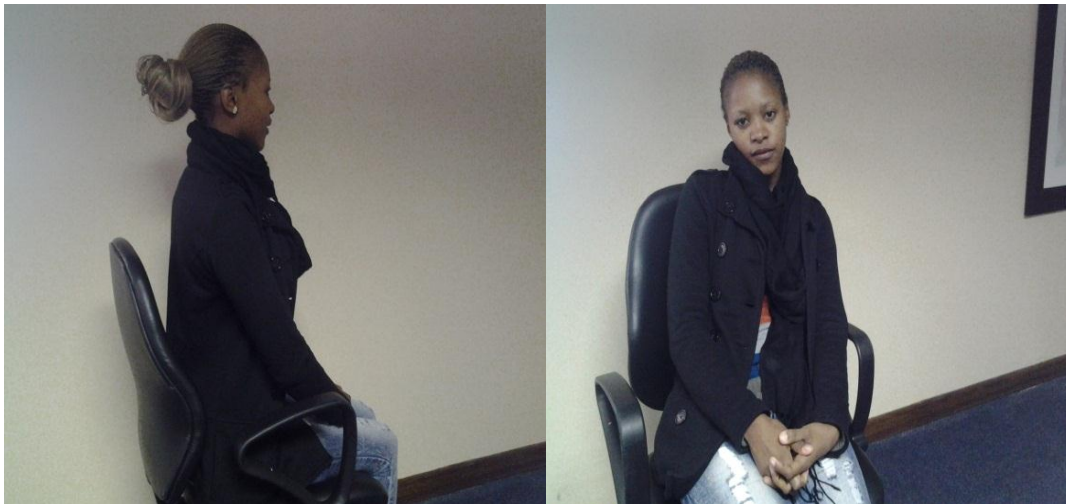
Eye Contact as a Form of Body Language



- Many people struggle with where to look during a job interview or when looking directly at a person. **Share your eye contact with everyone in the room.** Concentrate on being natural as possible, including your eye contact and eye movement.
- Shifty eyes that seem to search **the room for an escape route**, presents to the interviewer as being insecure and having something to hide. If you feel uncomfortable looking at your job interview directly in their eyes, try to focus on the bridge of their nose. Without going squint, select an inconspicuous place on the interviewers facing close proximity to the interview's eyes. If the interview has some form of blemish or marks on their face try not to stare at it or even worse, point at it as you cover your mouth and run out of the room.

Posture and Pose

- Naturally, you want to appear relaxed and comfortable so make sure you can sit still and breathe. **Keep your shoulders square to your body and lean slightly in towards the person who addresses you.**



What to Do With Your Hands during Your Job Interview

- Hands are one of the easiest ways to read body language and it is important to know what to do with your hands. Never hold your hands in your pockets or tightly ring them on your lap. The more natural and relaxed your hands body language is the more relaxed and calm you will appear. Safely hold your forearms at ninety degree from your body and place your hands in your lap in a steeple position to promote an open and relaxed body language. Always try to keep your hands lower than your elbows, during your job interview and your hands should be comfortable placed.

Basic Communication Skills



1. Be friendly
2. Think before you speak
3. Be clear
4. Be your authentic self
5. Practice humility
6. Speak with confidence
7. Focus on your body language
8. Be concise
9. Learn the art of listening



Mostly Asked 10 Interview Questions

Describe your greatest strength?

Best Answer

- My time management skills are excellent and I'm organized, efficient, and take pride in exceeding at my work.

What is your greatest weakness?

Best Answer

- Being organized wasn't my strongest point, but I implement a time management system that really helped my organization skills.

How do you handle stress and pressure?

Best Answer

- I'm not a person who has a difficult time with stress. When I'm under pressure, I focus, and get the job done.

How do you evaluate success?



Best Answer

- I evaluate success in different ways. At work, it is meeting the goals set by my superior and my fellow workers.

Why do you want this job?

Best Answer

- Given an opportunity, that can allow me to use both my creative and research skills and also the fact that it rewards people who deliver solutions to substantial problems.

Why should we hire you?

Best Answer

- Take a few minutes to compare the job description with your abilities, as well as mentioning what you have accomplished in your positions. Be positive and project your interest in the company and the position.

What are your goals for the future?

Best Answer

- I see myself as a top performing employee in a well-established organization, like this one. I plan on enhancing my skills and continuing my involvement in (related) professional association.

Tell us more about yourself

Best Answer

- Your Interview is not looking for a 10-minute dissertation here. Instead, offer a **razor sharp sentence** or two that sets the stage for further discussion and sets apart from your competitor.

How to conduct yourself at work

- Dress modestly and appropriately for your industry. The first thing a new client or colleague will notice about you is your physical presentation; a sloppy or inappropriate appearance may disqualify you immediately. No matter what position or style of dress in your company, aim to be clean, pressed, modest and neat. Avoid ripped or wrinkled clothing and do not show too much skin. Come to work with clean hair, and practice good hygiene. Recognize the difference between dressing for a casual day and dressing for a client meeting.
- Be friendly and respectful to clients, colleagues, managers and vendors. Even a single negative instance can mark you as overemotional, angry, rude or unprofessional, so
- Strive to be pleasant and approachable at all times. Respect privacy, personal space, ideas and belongings. Make an effort to be a team player,



and discuss problems before they escalate. If you are having a rough day or cannot maintain a calm demeanour, politely excuse yourself or keep your mouth shut until you regain control.



- Follow the chain of command. To avoid angering your superiors, bring any concerns or ideas to the person immediately above you; if they are not able to help, and then move to the next level. Do the same for both positive and negative feedback to demonstrate respect for your managers and to establish that you made every effort to keep the required people in the loop. Although following the proper channels may be time-consuming, it can prevent animosity and discomfort down the line.
- Show enthusiasm for your job. Let your boss and co-workers know that you are motivated by talking in positive terms. Complete your work on time and make an effort to go the extra mile for clients and team members. Avoid bashing your boss, problem clients or colleagues; doing so can give you a negative reputation, even if no one mentions it. Give updates on your progress and offer ideas that will benefit the company and the client to demonstrate your engagement and dedication.
- Keep your personal life at home. Although you cannot always stop your non-work life from affecting your behaviour and feelings, keep it to a minimum. If you are an emotional wreck, let your boss know and take a personal day. Do not bring into the office your personal prejudices, anger, relationship problems or financial woes.

“BEING AN ARTISAN IS “COOL””

*Quoted by:Deputy Minister of higher Education
Mr. Manana*

The placement team believes that these manual will equip engineering students in reaching their goals. Remember that “Success is not final, failure is not fatal: it is the courage to continue that counts” quoted by Winston Churchill
Together we can do more

