

A stylized illustration of a job interview. In the center, a woman with dark hair, wearing a white collared shirt and a yellow vest, stands behind a desk. She is looking towards two interviewees. The interviewees are shown from the back, seated at the desk. The man on the left has dark hair and is wearing a white shirt. The woman on the right has long dark hair and is also wearing a white shirt. On the desk, there are two stacks of papers with yellow horizontal lines. A red-bordered white box with rounded corners is superimposed over the center of the image, containing the text 'Job Interviews'.

# Job Interviews

# Defining Interviews

- A process or meeting in which the potential candidate( employee) is evaluated by an employer for employment in their organization, company or firm
- Arranged to examine the suitability of candidates.

- **Evaluation criteria :**

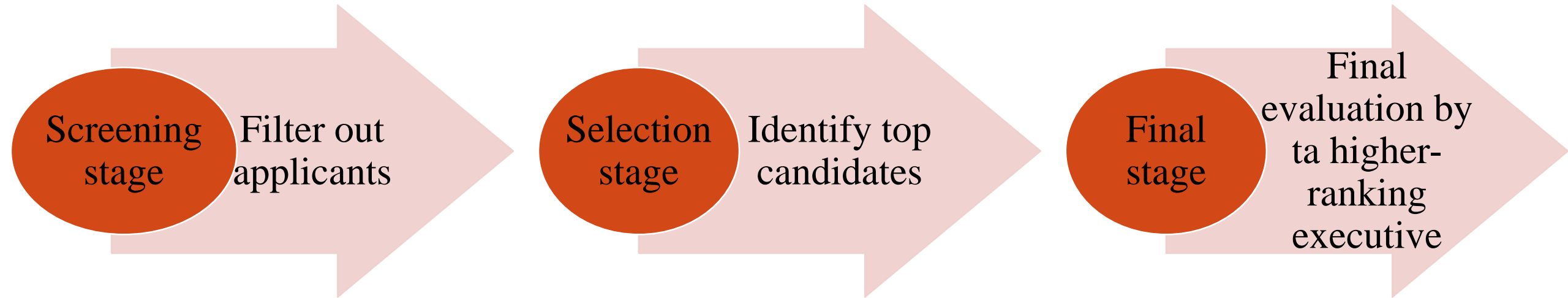
- Tested for subject knowledge
- Skills (Fluency in Language)
- Desired behavior (Self Confidence, Honesty & truth)

## **Barriers**

Environment/Setting  
Communication Skills  
Ethics



# THE SEQUENCE OF INTERVIEWS



# Types of interviews

## **Panel Interviews**

(Three or more experts sit across)

## **Behavioral Interview**

(Recall previous instances and their reaction )

## **Face to Face**

(One interviewer one candidate)

## **Structured/screening interview**

For shortlisting  
(Identify candidates for basic job criteria)

## **Unstructured interview**

(Interviewer adapts questions based on the interviewee's answers)

## **Stress Interviews**

Testing individual's behavior

## **Group Interviews**

(One or more interviewers meet with several candidates simultaneously)

## **Working interview**

You actually perform a job-related activity during the interview

## **Situational interview**

(Questions focus on how you would handle various hypothetical situations on the job)



# GUESS THE INTERVIEW TYPE

- An interview conducted to separate deserving candidates from the less proficient ones.
- An interview in which a candidate is given an imaginary situation and asked to explain how he/she will act in that scenario.
- An interview in which an interview uses general themes or topics rather than fixed questions.
- An interview in which a candidate is required to perform a task.
- An interview which requires the candidate to provide examples from his/her past academic or work history to demonstrate his/her suitability.
- An interview in which a candidate participates in a group discussion with other candidates.



# What Employers Look For in an Interview

- The chance to go beyond the basic data of your resume to get to know you and find answers to two essential questions:
  - ✓ Whether you can handle the responsibilities of the position
  - ✓ Whether you will be the good fit with the organization and the target position.
- All good employers want people who are:
  - ✓ Confident
  - ✓ Dedicated
  - ✓ Positive
  - ✓ Curious
  - ✓ Courteous
  - ✓ Ethical
  - ✓ Committed (larger than their own individual goals)



# ATTRIBUTES INTERVIEWERS DON'T LIKE TO SEE:

- Vague and irrelevant answers to the questions
- Little eye contact, nervous mannerism: playing with hairs, nail biting etc.
- Lack of sincerity
- Utter superficial remarks to impress the interviewer
- Poor personal appearance
- 'Superiority complex'
- Lack of interest in the job
- Lack of planning for career
- Insufficient evidence of achievements



# Preparing for interviews: Investigating an organization and a job opportunity

- Research the company
- Speak out during the interview what you know about the company
- Use the internet and other resources to find as much as possible
- Speak to people who work in that office (culture & environment)
- Re-read your resume and the job ad as a refresher





## The warm-up

- Why do you want to work here?
- What do you know about us?
- Tell me a little about yourself?

## Stages of interviews

## The question-and-answer stage

- Questions about:
- Your qualification
- Points mention in your resume
- Handling particular situations in past and future

## The Close

- Thanking the interviewer
- Express interest

## Follow Up

- Message of inquiry
- Request for a time extension
- Letter of acceptance
- Declining a job offer

See sample follow up letters on pages 161-164

# Preparing for interviews: Thinking ahead about questions

What is the hardest decision you've ever had to make?

- Personalized example
- Explain the difficulty for the decision
- How you made the final choice?
- Your learnt experience

What is your greatest weakness?

- Either mention a skill or attribute you haven't developed yet but would like to in your next position
- Or discuss a past shortcomings you took steps to correct.
- **For instance: perfectionism, delegation, public speaking, asking for help, overcommitting, being too blunt**



# STAR METHOD FOR INTERVIEW QUESTIONS

## RESPONSE

### Situation

Briefly explain the context or background of your experience.

“During my internship at a software company...”

### Task

Describe the task or challenge you were responsible for.

“I was assigned to help update a client’s outdated database within a tight deadline.”

### Action

Explain the specific steps you took to handle the task.

“I collaborated with a senior developer, created a checklist, and used SQL queries to clean and organize the data.”

### Result

Share the outcome. Focus on what you achieved or learned.

“The client was impressed with the results, and the company extended my internship offer.”

### Why Use STAR?

- ✓ Keeps your answer organized and clear
- ✓ Shows real-life experience and problem-solving
- ✓ Helps avoid vague or rambling responses

# TASK: IDENTIFY THE STRONG, VAGUE AND POOR

**What is the hardest decision you've ever had to make?**

- “I’ve had to make a lot of hard decisions in life, but I usually just go with what feels right.”
- “I usually avoid hard decisions. I just ask someone else to choose for me.”
- “Choosing between two internships: one at a big company and one at a non-profit that aligned with my values was difficult. I weighed career goals against personal impact, chose the non-profit, and learned a lot about teamwork and communication.”



# TASK: IDENTIFY THE STRONG, VAGUE AND POOR

## **What is your greatest weakness?**

- “I used to procrastinate under stress, but I started using planning apps and setting early deadlines, which helped me manage my time better.”
- “I don’t really have any weaknesses. I’m pretty perfect.”
- “I guess I sometimes make mistakes, but nothing serious.”



# Preparing for interviews: Thinking ahead about questions

## Cont. . .

Where do you want to be five years from now?

Should reflect your desire to employer's long term goals

- Show that your growth plan is relevant to the job or company.
- Balance Ambition with Realism
- Show Commitment to Learning
- Mention Contribution, Not Just Position
- Be Flexible



# TASK: IDENTIFY THE STRONG, VAGUE AND POOR

## Where do you want to be five years from now?

- “I don’t plan to stay in this field. I just want to get this job and then figure out what I really want.”
- “I don’t really plan that far ahead. I’ll just see where life takes me.”
- “In five years, I hope to be in a mid-level leadership role, contributing to larger projects and mentoring junior team members. I’d like to deepen my expertise in financial analytics and digital payment systems, and continue learning through both hands-on work and professional development. I’m especially excited about growing within a company that values innovation and collaboration, so I’m hoping to grow here long-term.”



# Preparing for interviews: Thinking ahead about questions

## Cont. . .

Why do you think you are the best candidate for this job?

- Determine your strength (Education, personal trait or skills, accomplishments, experience)
- Identify the company's needs





# Presenting a professional image

You don't need to spend a fortune on interview clothes, but your clothes must be clean, pressed and appropriate.

Formal environment: Business suit

Less formal: Business casual

Neat hairstyle

Limited jewellery

No visible piercing other than one or two (for women only)

Professional looking shoes (no high heels or casual shoes)

Subtle make up (for women only)

Little perfume

Clean hands and trimmed fingernails



# QUALITIES OF A GOOD CANDIDATE:

- Effective Verbal Communication
- Natural delivery, fluency
- Pronounce sentence clearly
- Speak a little louder to draw attention of the expert if there is important point.



# Boosting your confidence

A faint, stylized background illustration of an interview scene. It shows three people: a woman in the center wearing a white blazer and a yellow tie, and two men on either side of her. They are all seated at a table. The woman is looking down at a document on the table. The man on the left is looking towards her, and the man on the right is looking towards the center. The illustration is in a simple, sketchy style with grey outlines and some yellow highlights.

- Remind yourself of your worth.
- Focus on your strength rather than dwelling on your weakness
- Focus on how you can help the organization than worrying about your performance in the interview ahead.
- The more prepared you are, the more confident you'll be.



# Identify the type of interview for the given questions and prepare sample answers (use STAR METHOD WHERE REQUIRED)

- What would you do if I told you your answers so far have been unimpressive?
- Tell me about a time when you successfully delegated tasks to your team.
- What would you do if a team member wasn't contributing to a group project and it was affecting your deadline?

