

UNIT 3 – INTERVIEW SKILLS

INTERVIEW SKILLS

First, remember that job interviews should be a process of two-way communication. Not only are they a tool for employers to evaluate you, but they are also an opportunity for you to assess the job, the organization, and to see if there is a "fit."

The keys to a successful interview are **preparation and practice**.

There are **3 important steps**.

1. Before the interview

Research the company



Why is researching the company important?

How would you research?

What would you research?

Practice interviews



Do you think a few practices before the actual interview is important?

How would you practice?

How many times would you practice?

Dress professionally



How should you look for an interview?

What would you wear?

Arrive early



How early should you reach the venue?

Why is it important to reach early?

What could you do while you are waiting for the interview call?

2. During the interview

First impressions



What is first impression?

Why is it important to create a good first impression?

How do you think you could create a good first impression?

Body language



What is body language?

How should you sit at an interview?

Why is important to smile and make eye contact?

How should be speak at an interview?

Listen before answering



Is it necessary to listen well before answering?

What happens when we don't listen to what is asked?

How would you ensure that you are listening well?

Answering at interviews



Should you know all the information mentioned on your resume?

Would you provide lengthy answers?

Is it ok to tell lies or exaggerate your answers?

Can you be casual and treat the interviewer as a friend?

You can eat or chew gum (True or false)

3.After the interview

After the interview (answer true or false)



Saying thank you is not required

You should extend your hand to shake hands with the interviewer

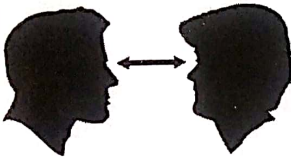
You cannot ask the interviewer when they would get back to you

Body language tips when attending interviews

Body language during interview plays a very important role in making or breaking your career. The expression "actions speak louder than words" holds very true, especially during job interviews. The way you present yourself leaves a significant impact on your interviewer.

Everything – right from your outfit to your hairstyle, accessories, and all other things you might be carrying – are judged! From the moment you enter through the company's front door, you're perceived with different opinions by different people.

Eye contact



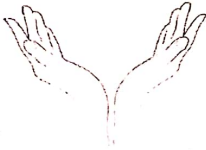
- One of the most vital aspects of body language
- It only shows you're actually paying attention to your interviewer

Sit up straight



- Sitting up straight in your chair gives an automatic signal of confidence and reliability
- It is recommended not to slouch forward or backward as such a position suggests you have a very casual and "not-really-bothered" attitude.
- When you're asked a question, lean forward a bit to show your curiosity and engagement.

Hand gestures



- Hand movements like touching your fingertips, clapping palms, and moving your fingers as you speak – are signs of honesty and openness.
- You can also try resting your hands on your lap.

Smile



- Maintain a fairly balanced smile – neither too timid or too exaggerating to seem ridiculous.
- You should listen attentively and try not to interrupt the interviewer.
- If possible, laugh when the interviewer does while saying something catchy or offbeat. That would mean you're all ears and attentive to what's being said.

Avoid touching your face



- Candidates who touch their face frequently are considered to be dishonest and untrustworthy.
- Touching the face in the form of playing with one's hair or rubbing nose is not considered as a good body language technique.
- Rubbing your head or neck makes the other person think of you being bored or not interested. Crossed arms and legs make you look unapproachable and defensive.

Sit in one spot



- Keep yourself at one spot while sitting in front of the interviewer.
- If you keep fidgeting, it may be comprehended as you're getting bored or impatient with the interview process.
- This way you'll not only have your posture straight but your focus would be on the interviewer and not elsewhere. It'll help you seem more focused and interested in the interview

Showing respect



- The most important thing is to be respectful and professional towards the interviewer.
- Right from the initial hello handshake to the graceful goodbye, show dignity towards the other person, always

Quick pointers:

- Sit straight and tight in your chair.
- Have and maintain passive eye contact.
- Occasionally use hand gestures to express yourself.
- Improvise on your posture – no slouching.
- Nod your head as you're listening.

Some frequently asked interview questions

1. Tell me about yourself.
2. What are your accomplishments?
3. What are your strengths and weaknesses?
4. How would your friends describe you?
5. What are the most important things to you in a job?
6. What would you like me to know that's not on your resume?
7. Give an example of how you worked in a team for a college project?
8. What questions do you have about the organization?

Questions that a candidate can ask the interviewer

1. What training programs are available to your employees?
2. Are there opportunities for advancement or professional development?
3. What are the biggest challenges that someone in this position would face?
4. What are the most important things you'd like to see someone accomplish in the first 30, 60, and 90 days?
5. I've read about the company's founding, but can you tell me more about...?days on the job?