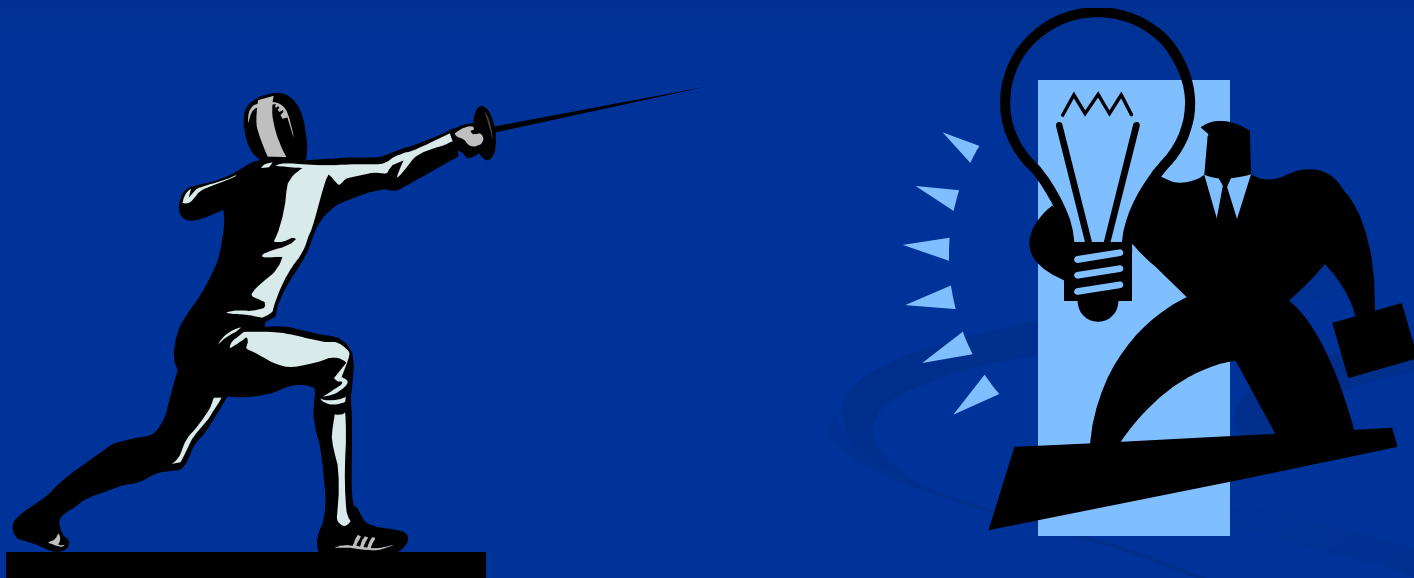


Interviews



Interview types

Types of interviews

- ❑ 'Conventional' selection interviewing
- ❑ Structured selection interviewing
- ❑ Extended interviewing
- ❑ Performance interview
- ❑ Interview in counselling and guidance

Interviewing process

- Commonalities
- Questions and answers

Prepare for interview

Research the company

- ❑ What do they make
- ❑ Services they offer
- ❑ Processes used to manufacture a product
- ❑ Type of machinery /equipment operated
- ❑ Main rivals
- ❑ Customer base
- ❑ Management structure

Prepare for interview - continued

Research the post

- ❑ Advert information
- ❑ Job description
- ❑ Duties
- ❑ Expected skills / knowledge and technical skills
- ❑ Expected personal and organisational qualities

NOTE DOWN IDEAS

Prepare for interview - continued

How would you fit in?

- ❑ Expect questions about skills and experience that fit you to the post
- ❑ Anticipate questions + prepare answers
- ❑ !!! Prepare a few questions to ask
- ❑ Be familiar with your own CV

Prepare for interview - continued

Presentation

- ❑ Be positive
- ❑ Smartly dressed, clean, well ironed clothes
- ❑ Clean shoes
- ❑ Smile
- ❑ Establish eye contact

Conclusions

Additional preparation

Arrange answering service

Get paperwork in order

- ❑ 2 copies of CV (you + the interviewer)
- ❑ Copies of qualification certificates
- ❑ Proof of right to live and work in a certain country
- ❑ Birthday certificate, up-to-date passport if work abroad
- ❑ Proof of completed safety training mandatory in certain professions
- ❑ References

Prepare personally

- ❑ - Be ready to face inevitable rejections
- ❑ - Find sources of support (family, friends, other job seekers)

Additional preparation - continued

Plan a schedule of actions

- ❑ e.g. target dates to complete CV
- ❑ - call up contacts
- ❑ - read vacancy pages

Practice the art of talking positively about yourself and your achievements. Revisit your strong points

Take a realistic look at your weaker points. Turn an apparent weakness to an advantage

!!! Make the most of your CV

Interviewers' 'wishes'

THINKING
PLANNING
INTERACTING
MOTIVATION

Thinking

- ❑ Quickly and effectively solve challenging problems
- ❑ Learn and apply new job-related information
- ❑ Develop sophisticated long-term strategic responses

Planning

- ❑ Plan time and projects without missing any steps or deadlines
- ❑ Follow multiple rules exactly without exception
- ❑ Act deliberately without analysis paralysis
- ❑ Execute with precision

Interacting

- ❑ Get along with others in a very close-knit working environment
- ❑ Effectively deal with customer demands on a regular basis
- ❑ Demonstrate genuine support and concern for the welfare of others
- ❑ Effectively coach and develop skills of coworkers
- ❑ Be outgoing and socially expressive
- ❑ Be persuasive in a low-key manner

Motivation

- ❑ Be on time without missing workdays
- ❑ Frequently suggest new ideas or job improvements
- ❑ Work long hours without complaint
- ❑ Be flexible and accept changes
- ❑ Be visibly supportive of the organisation

Attitudes

Attitudes that condemn job candidates:

- ❑ Doesn't ask questions
- ❑ Condemnation of past employer
- ❑ Inability to take criticism
- ❑ Poor personal appearance
- ❑ Indecisive, cynical, lazy
- ❑ Overly aggressive, 'know-it-all'
- ❑ Late to interview
- ❑ No eye contact
- ❑ Unable to express self clearly
- ❑ Overemphasis on money

Better questions

- ❑ Ask open-ended questions
- ❑ Keep it short
- ❑ Don't interrupt
- ❑ Use inclusive language
- ❑ Ask questions the interviewer can answer
- ❑ Avoid obvious questions
- ❑ Avoid 'why' questions
- ❑ Avoid leading or loaded questions
- ❑ Avoid veiled threats
- ❑ Avoid questions that hint of desperation
- ❑ If you want the job, ask for it

Tip

Before leaving the interview, thank
the employer for taking the time to
talk to you about the position