

# Interview Skills

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Interviewer - The one who is conducting the interview

Interviewee - Candidate facing the interview

# Interview

- An interview is a meeting between an employer and a job applicant.
- This meeting can take place in person, over the telephone, or via video conferencing.
- The atmosphere may be formal or casual. It may involve just you and the employer, or you and a group of people or panel.

# An Interview

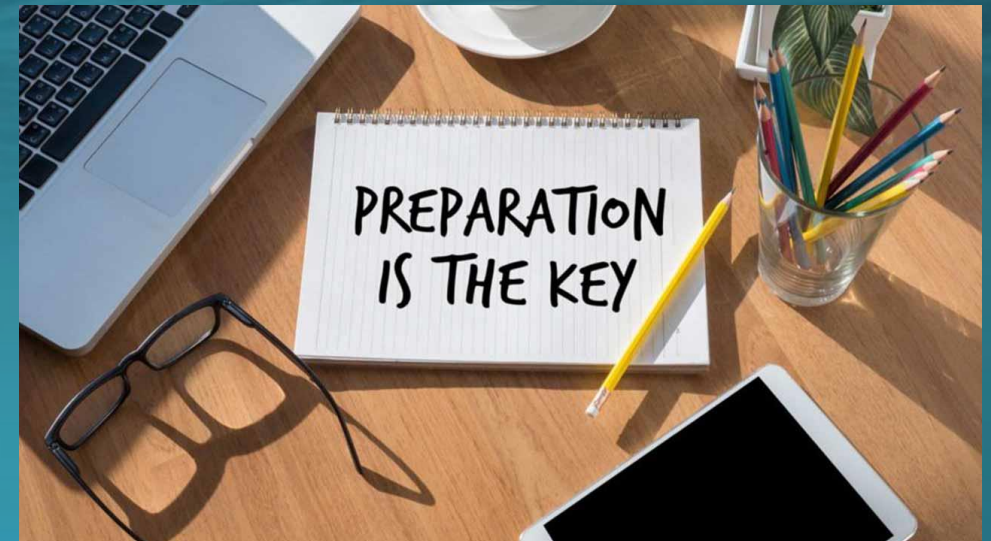
An interview is nothing to fear! Think of it as an opportunity to;

- meet face to face
- discuss your qualifications
- assess your ability and skills
- demonstrate your skills and personality
- assess the employer and job



# Preparing for an Interview

- Conduct some research about the company
- Go through your CV and the job advertisement
- Prepare for questions that you will be asked
- Prepare your own questions for the employer
- Think about what you will wear
- Arrange your certificates





# Before the Interview

- Dress smart, neat and clean (your hair should be neatly combed, nails should be clean and trimmed etc.)
- Arrive at least 15 minutes before your interview time
- Turn off your mobile phone
- Don't assume that whoever greets you is the receptionist
- Take a pen and a notebook
- Remember to take a printout of your CV
- Remember sometimes you are being watched!





# Facing an Interview

- Go in when you are called in and greet the interviewer politely with a smile
- Do not sit until you are offered a seat
- When offered, say, “*Thank you,*” and sit down
- Be natural and speak with confidence
- Be open and honest
- Reinforce your professionalism and your ability to communicate effectively by speaking clearly
- Avoid colloquial language and slang



# Probable Interview Questions

## 1) Tell us about yourself

If you're the **interviewer**, there's a lot you should already know: The candidate's CV and cover letter should tell you plenty, and LinkedIn, Twitter, Facebook and Google can tell you more.

The goal of an interview is to determine whether the candidate will be outstanding in the job, and that means evaluating the skills and attitude required for that job.

If you're the **interviewee**, always focus on the strengths relevant to the job. Try to make you outstanding. When you answer this question, connect the points to your CV so the interviewer understands not just what you've done, but also why.



## 2) What is your biggest weakness?

A better approach is to choose an actual weakness, but one you're working to improve. Share what you're doing to overcome that weakness. No one is perfect but showing you're willing to honestly self-assess and then seek ways to improve shows better.

## 3) What is your biggest strength?

Provide a sharp, on-point answer. Be clear and precise. If you're a great problem solver, don't just say that: Provide a few examples. **Prove** you're a great problem solver. If you're an emotionally intelligent leader, don't just say that.

#### 4) Where do you see yourself in five years?

Talk about your positive goals that bear a positive impact on the company as well

#### 5) Why should we hire you?

List out your strengths that are relevant to the job  
e.g., I have good coordination skills, My greatest asset is my ability to motivate people, etc.



## 6) Why do you want to leave your current job?

Don't talk about how your boss is difficult. Don't talk about how you can't have a good relationship with other employees. **Remember! Do not criticize.**

Instead, focus on the positives a move will bring. Talk about what you want to achieve. Talk about what you want to learn; about things you want to accomplish; explain how a move will be great for you and for your new company.





## **7) What do you know about our company?**

Do not give your opinion about the company  
Stick to the most important facts

## **8) What are your plans for higher studies?**

Talk about the positive plans that are related to the job

## **9) Would you call yourself a team player?**

Yes – Be positive  
Support your answer with evidence from your experience

## 10) What salary are you expecting?

If you have done your homework, you would know how much people in similar jobs are paid.

You may tell them that you would accept a salary that the company would think reasonable for you, or you can state your expectations



# Interviewer

- Should be an active listener  
Do not interrupt unnecessarily.
- Should be considerate enough  
Even if the interviewer does not agree with the interviewee, he must respect the latter's feelings.
- Should be friendly and understanding  
He should begin the interview in a friendly manner with some friendly conversation and then show concern in family background, hobbies, etc.  
This will make the interviewee more relaxed and comfortable.
- Should restrain to the time allocated  
He shouldn't indulge in arguments unnecessarily.  
He should try to be precise.



- Must be thoroughly prepared for the questions that are likely to be asked.  
He should be a good planner.
- Must focus attention on the interviewee.  
He should use positive gestures when conducting the interview.
- Encourage/invite questions from the interviewee.  
Ensure that the interviewee clarifies the question he has.  
A selected candidate should not feel he was not told about a certain aspect of the job.
- Avoid distraction in the interview area.  
Ensure that there is no or minimal distraction where the interview is being conducted.  
A phone ringing all the time in the background can distract the interviewer and interviewee.

# Types of Interviews

## 1) Walk-in Interviews

- Candidates can simply reach the office and get interviewed by the employer on a specified date and time
- Give opportunities to a lot of people to apply and get interviewed
- It also saves the company time, when they are in urgent need of conducting a process with many people



## 2) Telephone Interviews

- Telephone interviews are used by companies to screen candidates and narrow the pool of applicants who will be invited for in-person interviews
- Help employers to quickly and efficiently target candidates who fit their needs





### 3) Video Interviews

- allows the employer/ recruiter to use a video conference call to conduct a long distance, face-to-face interview with a job seeker
- Find a quiet and suitable place which is free from disturbances
- Ensure your internet connection is stable
- Check whether your computer's audio is working
- Ensure that your computer's webcam is working
- Close any unnecessary web browser tabs and applications
- Dress professionally and avoid bright colors



# After the Interview

As your job interview comes to an end, make sure you find out when you'll be informed of the outcome - and thank the interviewer for giving you the chance to attend.

**Success** - If you're offered the job, make sure it's right for you by discussing it with friends and family, and double-check details such as the salary before deciding whether to accept.

**Rejection** - If you're unsuccessful, don't be too downhearted as graduate employers receive large numbers of applications for every role. Email the company to thank them for the opportunity.

# References

How to prepare for an interview

<https://m.youtube.com/watch?v=enD8mK9Zvw>


8 common interview questions and answers

<https://m.youtube.com/watch?v=1mHjMNZZvFo>

How to improve interview skills

[https://www.youtube.com/watch?v=VrpIsyC40M4&ab\\_channel=Potential](https://www.youtube.com/watch?v=VrpIsyC40M4&ab_channel=Potential)



A top-down view of a wooden desk with various items. In the top left, there's a notepad with yellow buttons. Next to it is a red wallet with a diamond pattern. Two silver cufflinks are in the top center. A green and silver pen is on the left. A gold watch with a black leather strap is on the bottom right. A white highlighter is on the right. A small black object is in the bottom left.

**A JOB INTERVIEW  
IS NOT A TEST  
OF YOUR KNOWLEDGE,  
BUT YOUR ABILITY  
TO USE IT  
AT THE RIGHT TIME**