



The ART of Interviewing

Course Outline

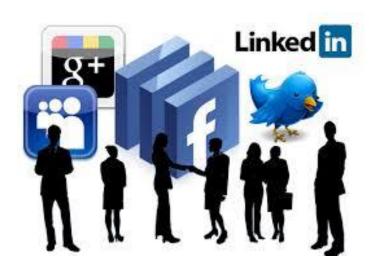
- CV Writing and Professional Media Profiles
- HR Functions Selection Process
- Professional Interview Qs
- Tips 4 Interviewees

CV Writing and Professional Media



Professional Media Profile and CV

Marketing tools.



Essential tools in your job search.

CV Sections (Chronological Style)

- Contact Information
- Career Objective
- Education
- Work / Professional Experience
- Skills Summary
- Honors, Awards or Accomplishments
- Extracurricular Activities/Interests
- Personal Information
- References



Selection Process



Selection Techniques

- Interviews
- Work simulation
- Written tests
- Background and reference checks
- Physical examinations
- Work sampling

Getting the Right People



Employment/Selection Interview

- Structured interview
- Unstructured / nondirective interview
- Panel (Board) Interview
- Mass Interview / Group Discussions
- Computerized selection Interview



Professional Interview Qs



Types of Questions

- Situational
- Behavioral
- Job-related
- Stress
- Puzzle

Typical Interview Qs

- Tell me a little about yourself?
- What is your major strength?
- What is your major weakness?

The candidate's career objective

(Where do you see yourself in 5 - 10 years?)

Education and experience

The nature of the candidate's work

The relationship between the candidate and the candidate's current co-workers, current boss

Work habits

The most unpleasant feature of the candidate's current job

The reason for changing jobs

Why you are leaving or why you have left?

The candidate's knowledge about your organization

The reason why the candidate wants to work here

Where else are you interviewing?

"Is there anything else you would like to add that would help us to evaluate you as a candidate?"

Illegal Questions... What's the right answer?

You have 3 Options for answering:

You are free to answer the question

You can refuse to answer the question.

• Examine the intent behind the question and respond with an

answer as it might apply to the job.



Tips and Tricks 4 INTERVIEWEES

"First Impressions are important"

Days Before the Interview

- You vs. Job profile.
- Research (Industry/Company/Salary)
- Personal statement
- Success stories
- Questions to ask the interviewer
- References' permission
- Watch your web image

For Interviewees BEFORE

- Customize Cover Letter, CV.
- Apply (Electronic applications, or Attach your CV as PDF via email).
- Practice... Practice...
- Read the newspaper for the day!
- Have a light meal.
- Have references ready.
- Documents' Display.

For Interviewees BEFORE/DURING

Time and Place of Interview

Attire



For Interviewees BEFORE/DURING (cont'd)

Clothing Tips for Women

- Dark conservative suit. Two piece 1 or 2 button jacket and knee length or long skirt or trousers.
- White or light colored long sleeved blouse that is not low cut or sheer.
- Black well polished shoes with minimum 2 cm heels.
- Limited conservative jewelry.



For Interviewees BEFORE/DURING (cont'd)

Clothing Tips for Men

- Conservative 2-piece dark suit, navy blue or medium to dark gray.
- Long sleeved blue or white shirt.
- Silk tie complimenting in color or style
- Black dress socks.
- Dark polished shoes and matching belt.



For Interviewees DURING

- Interview begins the minute you leave home.
- Carry all of your presentation materials, if any, with you.
- Always bring an additional copy of your CV with you.
- Be friendly.
- Don't smoke.
- Turn off your cell phone.

For Interviewees DURING (cont'd)

Wait for the handshake

Smile and provide a warm greeting

Keep standing

Sit up straight

For Interviewees DURING (cont'd)

- Keep calm
- Express yourself
- Show you understand the job
- Be confident
- Be yourself!
- Listen!

For Interviewees DURING (cont'd)

- Answer with answers not questions.
- Take your time before answering.
- Be interesting and Tell a good story.
- Convey enthusiasm without being overly expressive.
 - Maintain eye contact.
 - Don't forget to smile.
 - Hand gestures.
 - Nod your head.
 - Voice intonation.

For Interviewees DURING / After

- Ask for the job
- If you get an offer, Negotiate.
- When the interview is over...
 - Send a Thank you letter/notes
 - Follow up on each interview.

Interviewing do's and don'ts

DO

- Arrive on time or few minutes early.
- Dress neatly and formally.
- Be polite to everyone in the office.
- Act confident, But not overconfident.
- Give the appearance of energy as you walk.
- Smile!
- Shake Hands Firmly and Stand until offered a chair, sit upright and look interested.

DO (cont'd)

- Look a prospective employer in the eye while speaking.
- If presented with an application, do fill it out neatly and completely.
- Take a pause and think before you answer questions. Be fluent.
- Stress your achievements.
- Always conduct yourself as if you are determined to get the job.
- Answer questions truthfully, frankly, and briefly.
- Thank the employer for interviewing you.

DON'T

- Be overdressed.
- Forget to bring a copy of your résumé!
- Smoke or chew gum, even if the interviewer does and offers you either.
- Move around.
- Answer with a simple "yes" or "no".
- Make offensive remarks about your present or former employers.
- Mention other companies that turned you down.

DON'T (cont'd)

- Ask about salary benefits first. Let the interviewer bring it up.
- Fidget. It's often perceived as a sign of untrustworthiness.
- Mumble. Speak clearly and pronounce your words.
- Lie in the interview.
- Show off or overact.
- Hit on your interviewer.
- Complain about someone. Be positive.
- Put anything on the interviewer's desk.

DON'T (cont'd)

- Use the interviewer's first name unless asked.
- Take anyone with you to the interview.
- Apologize for lack of experience or training.
- Ask to use the company telephone.
- Mention influential friends or acquaintances in the organization.
- Try to be very funny.
- Make elaborate promises.
- Hang around after the interview.

When You are HIRED...

Things to ...



- Always be putting 110% effort.
- In every job YOU accept, make YOURSELF shine.
- Regardless of how much YOU are paid or how much responsibility and work you are given, take the initiative to do more.
- The more YOU are prepared to do for your job, the future each of your jobs will take you.

Don't worry about being rewarded,

just keep working hard,

and it will pay off.