



# The **ART** of Interviewing

HR Department, ITI

# 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

## Getting the Right People

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



# 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?

# Typical Interview Qs *(Cont'd)*

The candidate's career objective

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

# Typical Interview Qs *(Cont'd)*

**Education and experience**

# Typical Interview Qs *(Cont'd)*

**The nature of the candidate's work**

# Typical Interview Qs *(Cont'd)*

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

# Typical Interview Qs *(Cont'd)*

**Work habits**



# Typical Interview Qs *(Cont'd)*

**The most unpleasant feature of the candidate's  
current job**

# Typical Interview Qs *(Cont'd)*

- **The reason for changing jobs**
- **Why you are leaving or why you have left?**

# Typical Interview Qs *(Cont'd)*

**The candidate's knowledge about your organization**

# Typical Interview Qs *(Cont'd)*

**The reason why the candidate wants to work here**

# Typical Interview Qs *(Cont'd)*

**Where else are you interviewing?**

# Typical Interview Qs *(Cont'd)*

**"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

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## *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... 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.

# Interviewing do's and don'ts (cont'd)

## 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.

# Interviewing do's and don'ts (cont'd)

## 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.

# Interviewing do's and don'ts (cont'd)

## 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.

# Interviewing do's and don'ts (cont'd)

## 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 ...



- Stand up to your promises.
- 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 further each of your jobs will take you.

**Don't worry about being rewarded,**  
**just keep working hard,**  
**and it will pay off.**