**Week 8: Tutorial**

| Tutorial | Job Seeking Skills • Preparing for job interviews • Types of job interviews • Commonly asked questions • Using appropriate adjectives to describe personalities  during a job interview |
| --- | --- |
| Online | **Practice on personality adjectives** |

**1. Preparing for job interviews**

**How to Prepare for an Interview**

Adopted from:

<https://www.indeed.com/career-advice/interviewing/how-to-prepare-for-an-interview>

## **Steps for preparing for an interview**

### 1. ***Carefully examine the job description***

During your preparation work, you should use the employer’s posted job description as a guide. The job description is a list of the qualifications, qualities and background the employer is looking for in an ideal candidate. The more you can align yourself with these details, the more the employer will be able to see that you are qualified. The job description may also give you ideas about questions the employer may ask throughout the interview.

### 2***. Consider why you are interviewing and your qualifications***

Before your interview, you should have a good understanding of why you want the job and why you’re qualified. You should be prepared to explain your interest in the opportunity and why you’re the best person for the position.

### 3. ***Perform research on the company and position***

Researching the company you’re applying to is an important part of preparing for an interview. Not only will it help provide context for your interview conversations, but it will also help you when preparing thoughtful questions for your interviewers.

[Researching the company](https://www.indeed.com/career-advice/finding-a-job/the-complete-guide-to-researching-a-company) and role as much as possible will give you an edge over the competition. Not only that, but fully preparing for an interview will help you remain calm so that you can be at your best. Here are a few things you should know before you walk into your interview:

**Research the product or service:**  
Even if the role isn't directly related to the company's product or service, you're still looking to be part of the team. It's important to learn all you can about the product or service the company produces and promotes. You don't necessarily need to understand each and every detail, especially if it's a technical product, and you're interviewing for a non-technical position, but you should have a basic understanding of the main products or services the company offers.

If possible, request a sample of the product to familiarize yourself with the customer’s perspective. The more you can tell them about the product from both a company and customer standpoint, the better you'll perform in your interview.

**Research the position**  
It's important to read the job description carefully and make sure that you understand all the requirements and responsibilities that go along with it. This will not only prepare you with thoughtful, targeted questions about the position during the interview, but it will ensure that you're truly qualified and prepared to tackle the responsibilities if you get the job.

If possible, research similar positions and read reviews from individuals in those positions, so you can get an idea of what the day-to-day activities will be. During the interview, ask for clarification or details about the role, so you can be sure you're ready should you receive a job offer. Researching the role before an interview will also help you to decide whether or not the position is right for you.

**Research the company culture**  
Modern companies usually have social media accounts and blogs that discuss their company culture and industry. This information can give you an impression of the tone and personality of the company, as well as what they value. No matter how good a job seems, it's important that you fit within the company culture and share a similar personality and values.

If you have questions about the workplace environment, culture, personality or values, be sure to ask during the interview. These questions can range from the software and tools used by the company, to their policies on vacation and sick time. Remember that the interview is just as much about you finding a good fit for your own work environment as it is about the company finding a good fit for the role. Knowing that your values align with the company ensures a happy professional life. This is also the perfect opportunity to find out more about the company and show the interviewer how you'll fit.

### 4. ***Consider your answers to common interview questions***

While you won’t be able to predict every question you’ll be asked in an interview, there are a few common questions you can plan answers for. You might also consider developing an elevator pitch that quickly describes who you are, what you do and what you want.

There are some jobs that may involve a test or evaluation during the interview process. For example, if you are interviewing for a computer programming, development or analytics role, you might also be asked to write or evaluate lines of code. It might be helpful to consult with colleagues in the industry for examples of tests they’ve been given to prepare.

You should also prepare to discuss your salary expectations.

**Here are a few examples of common interview questions:**

**1. Why do you want to work here?**  
The best way to prepare for this question is to learn about the products, services, mission, history and culture of the company. In your answer, mention the aspects of the company that appeal to you and align with your career goals.

**Example:** *“I’d love the opportunity to work with a company that’s making a difference. Finding a company with a positive work environment and values that align with my own has remained a priority throughout my job search, and this company ranks at the top of the list.”*

**2. What interests you about this position?**  
Employers ask this question to make sure you understand the role, and to give you the opportunity to highlight your relevant skills. It can be helpful to compare the position requirements against your skills and experience. Choose a few things you particularly enjoy or excel at, and focus on those in your answer.

**Example:** *“I’ve been passionate about user experience design for most of my professional career. I was excited to see this company uses Adobe products because I’m well-versed in the entire suite. Also, I’m a huge advocate for applying agile workflows to design. I think it’s the most effective way to tackle large projects. I was able to successfully build and launch an agile process in my previous role as UX manager, and we saw considerable improvements in project speed.”*

**3. What are your greatest strengths?**  
This question gives you an opportunity to talk about both your technical and soft skills. When an interviewer asks you to describe your strengths, share qualities and personal attributes and then relate them back to the role for which you’re interviewing.

**Example:** *“I’m a natural problem-solver. I find it rewarding to dig deep and uncover solutions to challenges—it’s like solving a puzzle. It’s something I’ve always excelled at, and something I enjoy. Much of product development is about finding innovative solutions to challenging issues, which is what drew me to this career path in the first place.”*

**How to dress professionally for a Job Interviews (Refer to the textbook page 137)**

**2. Types of Job Interview**

**A. Telephone Interview**

**-**Done as a screening process.

-Popular among corporations for mass hiring of employees.

-Advantage: eliminate bias/prejudice arise from candidate’s appearance, mannerism or ethnicity.

-Best to judge a candidate’s communication skills without looking at him/her.

**B. Video Conference Interview**

**-**Advantage**:** Best for saving time and travelling expenses.

-Both the interviewer and the interviewee (job applicant) can see each other.

-Prerequisite: Stable internet connection for smooth process of interview.

**C. One to One Interview**

**-**Most common interview.

-Interviewer can observe the job applicant’s behaviour or personality. (Face to Face)

-Interview can ask questions regarding the resume.

**D. Panel Interview**

- An interview consists of a number of interviewers who usually come from different departments. E.g. Head of Human Resources Department, Head of Department relevant to the position, and the Managing Director.

- Each member of the panel will usually take turns to ask questions.

**E. Group Interview**

- Conducted by one or more interviewers to a group of job applicants.

- The interviewer(s) can observe the interaction among the job applicants.

- This provides an opportunity to the interviewer(s) to gauge the good team leader/player among the job applicants.

-It is a very “competitive” interview for the job applicants.

**3. Commonly asked Questions (Refer to pages 142-145 for details)**

*Question 1: Tell me about yourself.*

*Question 2: What are your strengths?*

*Questions 3: What are your weaknesses?*

*Question 4: Why should we hire you?*

*Question 5: What do you see yourself five years from now?*

*Question 6: What attracts you to our company?*

*Question 7: What is your salary expectation?*

*Question 8: Do you have any questions for me?*

### **4. Using appropriate adjectives to describe personalities during a job interview**

### Adopted from: <https://zety.com/blog/words-to-describe-yourself>

| Words to Describe Yourself in an Interview | | |
| --- | --- | --- |
| Resourceful | Focused | Reliable |
| Motivated | Methodical | Proactive |
| Insightful | Disciplined | Organized |
| Results-oriented | Energetic | Ambitious |
| Engaged | Creative | Persuasive |
| Diligent | Thorough | Analytical |
| Persistent | Passionate | Dynamic |
| Dedicated | People-oriented | Team player |
| Driven | Skillful | Data-driven |
| Self-starter | Experienced | Calculated |
| Knowledgeable | Honest | Devoted |
| Attentive | Meticulous | Profesional |
| Patient | Empathetic | Structured |

**5. Practice on personality adjectives (Online)**

**Adopted from:**

<http://www.blairenglish.com/exercises/cv_interviews/exercises/describing_yourself2/describing_yourself2.html>

Fill in the blanks with an appropriate adjective.

| *diplomatic, reading people, optimistic, highly motivated, cool-headed, flexible* |
| --- |

Practice 1:

One of the things that makes me an excellent salesman is that I am very good at (1)**\_\_\_\_\_\_\_\_\_\_\_\_\_**. I have the ability to know how people are feeling or thinking by noticing gestures that they make or by what they say. This helps me a lot in my dealings with existing or potential clients. Another thing that I am very good at, in connection with people, is that I am very (2)\_\_\_\_\_\_\_\_\_. I am very skilled at dealing with people in difficult situations and can avoid upsetting or offending them. This is especially important when you are involved in negotiations.

In addition, I am very (3)\_\_\_\_\_\_\_\_\_\_. I love what I do and I want to do the best that I can. For me, this is something that is fundamental for a sales executive. And another thing that is key for a sales executive to be, is to be (4)\_\_\_\_\_\_\_\_\_. And I am that. This is essential, because who wants to buy a product or service from somebody who seems negative or unsure. I would say nobody.

Also, I am very (5)\_\_\_\_\_\_\_\_\_\_ about when, where or how I work. In business today you have to be able to change when necessary. So, if you told me that I had a meeting the following day in Germany, it would have no problem in going.

And lastly, I am very (6)\_\_\_\_\_\_\_\_\_\_. I always stay focused in difficult or stressful situations and I never panic.'

Practice 2:

| *team player, enthusiastic, creative, committed, ambitious, confident* |
| --- |

I am very (1)\_\_\_\_\_\_\_. I am always coming up with new and interesting ideas on how to convince people to buy things. This is important in an industry which constantly changes like advertising. Also, as you have already noticed, I am a very(2)\_\_\_\_\_\_\_\_\_ person. I show that I love what I do and want to encourage other people to feel the same.

I am also a (3)\_\_\_\_\_\_\_\_\_\_. When you are doing an advertising project, it is essential that the team works together. If it does not, and people do not get on or are focused too much on themselves, then the project will fail and you all lose.

In addition, I am very (4)\_\_\_\_\_\_\_\_\_\_ to being successful in my career and I will do anything to achieve it. Plus, I am a very (5)\_\_\_\_\_\_\_\_ person. I do not doubt my own abilities and I am always sure that I will be successful with any project that I do.

And lastly, I am (6)\_\_\_\_\_\_\_\_\_\_. I want to have a very successful career in advertising. I have shown this throughout my career. For example, in my current company I started there as an assistant and within four years I was a senior advertising executive.'