

Diploma in Career Advancement

– Part I



Lesson 6 Interviewing

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Review of the interview Prep

Time
Management

Yourself
(know the
answers)

Know the
Company

Know the
interviewer



The media for interviews:

Skype interview

Phone interview

Mock sales call

Mock Customer service call

Question.....

Most people don't know if an interview is going well or not...
...so how do we get a better 'read' on the interaction?



The Hard part is over!!



If you have been invited for a
interview you have one foot in the
door!

Your
Value/Potential/Experience/Skill has
been noticed.

Time to prove its not just on paper

Build your confidence on this and be
ready for the question you know are
coming up!



Today's Lesson

Interview Introductions.

body language

We explore the number 1 thing to do after an interview

Interview Skill and Technics

Summary

Next Steps

Q & A

AGENDA

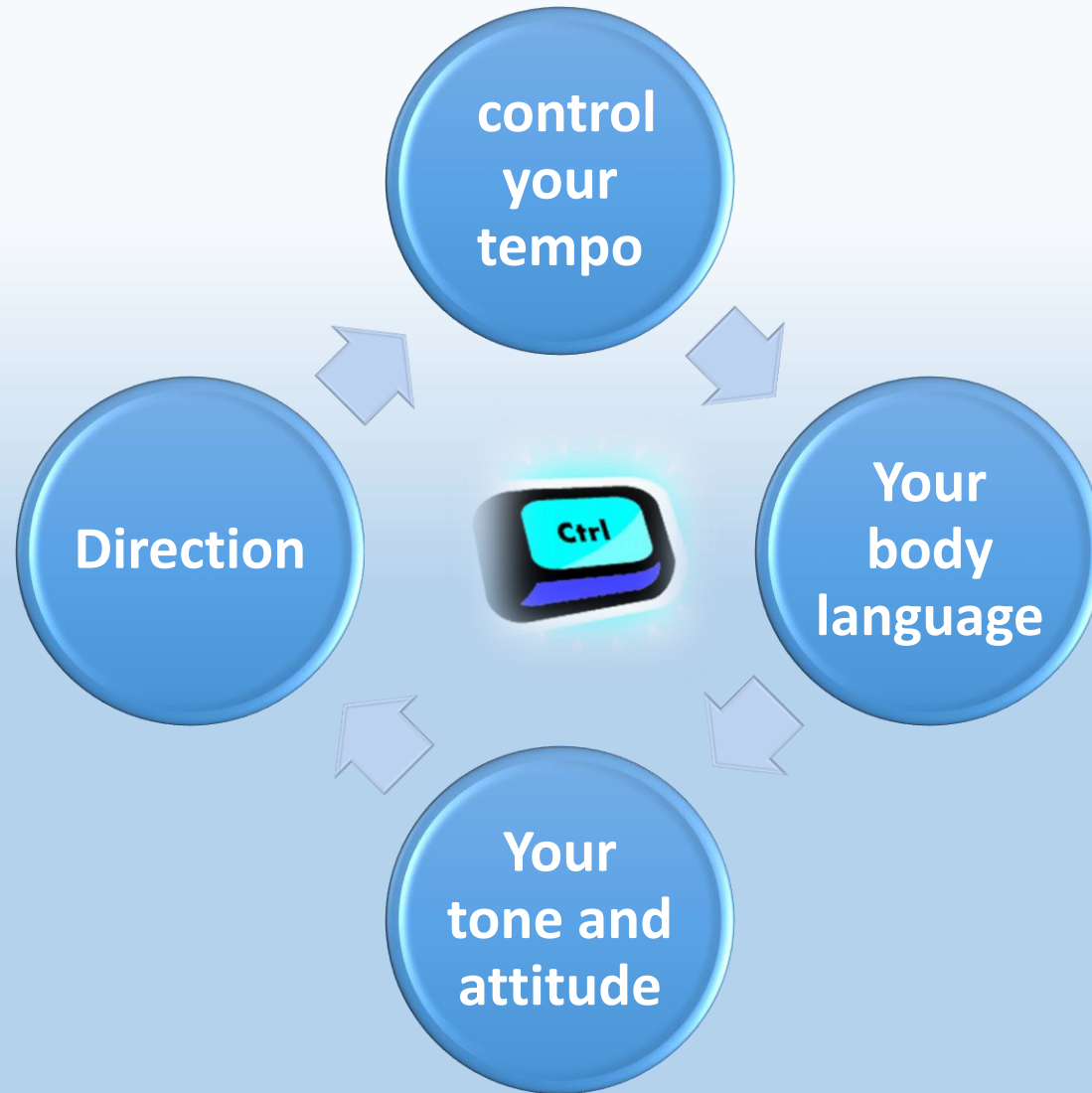


When does the interview start?

- Interview starts the minute you walk through the door everything you say and do is usual noted.
- How did you introduce yourself to the receptionist.(manner/polite/make small talk)
- Introduction to the Interviewer, strong, polite, and please STAND UP!!!
- Follow instructions.



Control



Pace

Words,

Voice

Gestures

Subtle
Changes,

Constant
calibration

Ask
directed
question

Answer
Question
after
Answers

Frequently asked questions

Tell me about yourself.

What do you know about our company?

What interests you about our company?

What unique qualities or abilities would you bring to this job?

Why do you think you're the right person for this job?

What aspects of your experience do you think will be most helpful to you in this role?

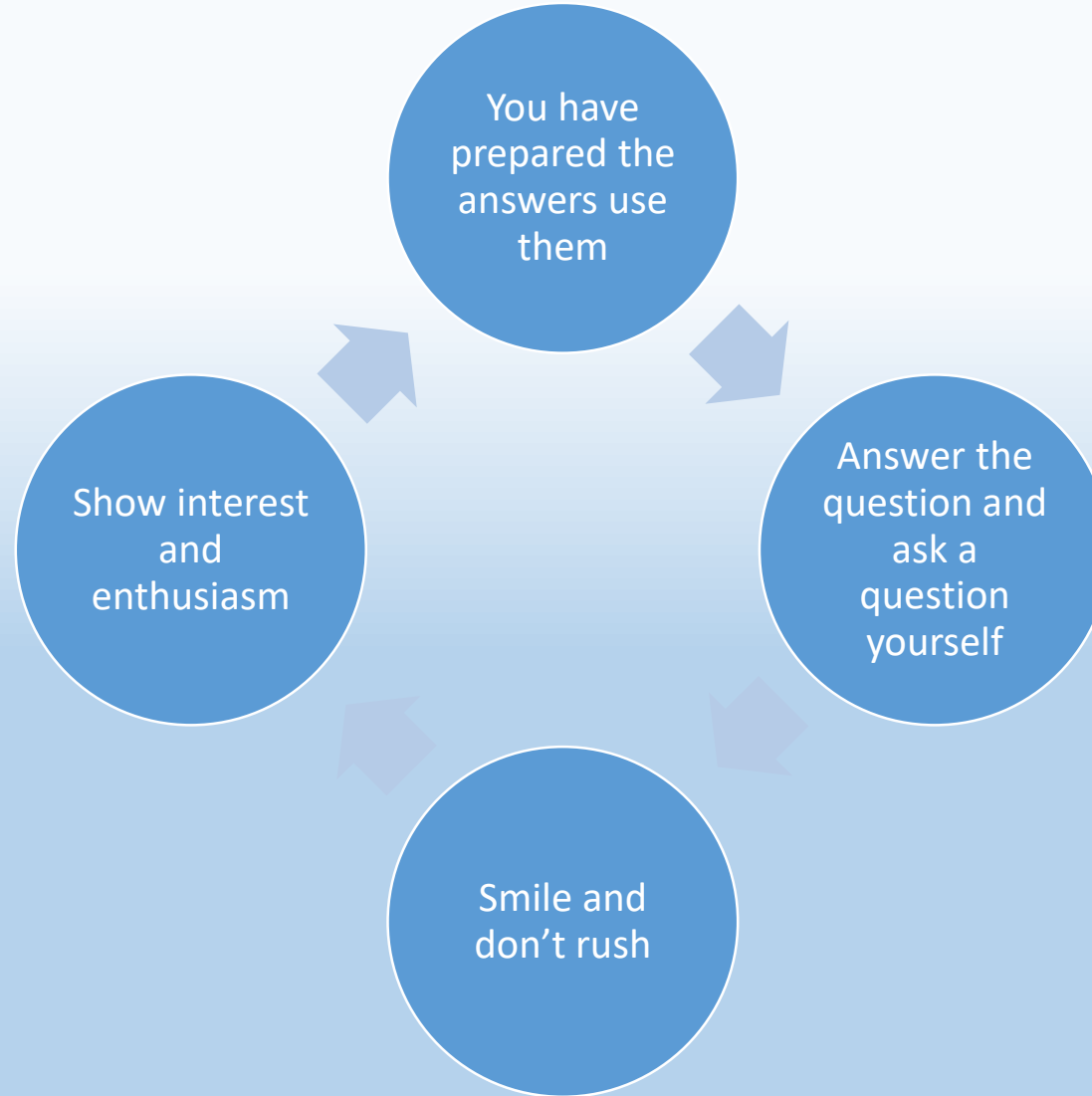
What do you consider to be your greatest strengths and weaknesses?

Tell me about a time that you failed at something, and what you did afterwards.

Are you a team player? Describe a time when you worked on a team project.

How do you work under pressure?

Stick to your prepared answers



Types of interviewer

Make note of role of interviewer.

Why is this Important?

Search consultant Department manager

Peers/team members

Line manager or decision maker

Company chairman/founder/entrepreneur

HR Representative

**WE ARE
HIRING**

Types of interview

Unstructured interviews
Screening interviews
Sequential interviews
Panel interviews



Advantages

Complex issues can be probed allowing better rapport

More validity – allows interviewer to circle back to certain topics if needs be

Balance in power – no one is controlling the direction of the interview so it can be easier to get to know each other

Disadvantages

Time consuming – if there is not a set time per question and corresponding answer then it can take longer to conduct

Opportunity for bias –

Hard to prepare for the unknown

Screening interviews

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Types of interviewer

Group Interviews

Interviews with decision makers

Stamp of approval interviews

Stress interviews

Presentation interviews



Body Language



Selling Yourself



The Number 1 Thing People Do Not Do After The Interview(careful)

- Remember
- Reinforce
- Recap
- Remind

... **FOLLOW UP!**