

# SHAW ACADEMY

## NOTES

Career Advancement Programme



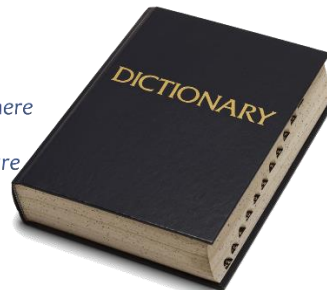
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# Lesson 6: Interviewing

## Summary sheet

### Defn:

"An interview is a conversation where questions are asked and answers are given."

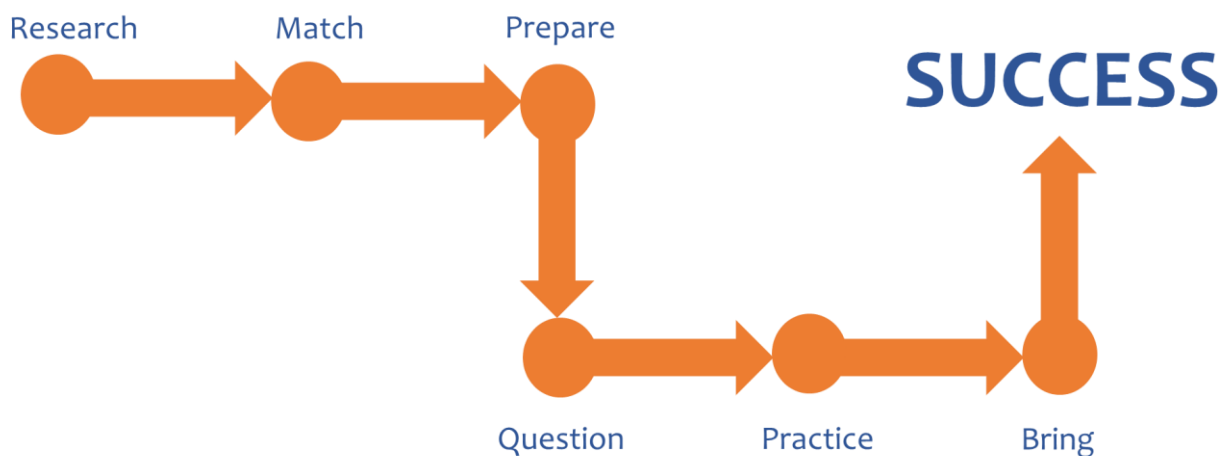


## Elements of the interview

**Arriving on time** – be at the building where the interview is 30 minutes before hand but announce your arrival to reception or the appropriate person 15 minutes before the interview is due to begin. The first 15 minutes gives you time to compose yourself, the second 15 minutes gives you time to understand the atmosphere and environment.

**Physical presence** – confident people take up space. That does not mean you should sit like a bodybuilder or stand like Superman. It does mean that you sit up straight in the chair and put both feet on the ground.

**Movement and mannerisms** – try to make them natural as possible. Easier said than done. That is why you have more than one option when you are in the interview stage with a particular company. More options will help you to relax.



# Frequently asked questions

**1. Tell me about yourself.**

*Use this opening question to present your personal statement about what from your personal life drives you professionally*

**2. What do you know about our company?**

*Ensure that you have done your research on their business model – how do they make money? What are the biggest issues they are probably facing? Who are their competitors?*

**3. What interests you about our company?**

*Be honest about why you want to work there as long as your reasons are not selfish. Talking about having a shorter commute is not a good idea. Talking about using your existing skills and stretching yourself to improve is a good idea.*

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

*This should be easy to answer. Why? Because you have been results focussed in your CV, all you need to do is point to your achievements and talk about how you look forward to do more of the same.*

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

*Explain that you understand their business model and where the threats are. You have a skill set that is a great match for overcoming these issues.*

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

*Again, talk about your results and highlight the ones that are most relevant*

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

*When talking about your weaknesses, speak about them in the past tense and ensure to include how you have addressed the weakness.*

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

*This is another way of asking the 'weakness' question. Same answer applies. Have two solid examples in case they ask both questions.*

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

*Yes you are. Everyone has to work on a team in every job.*

**10. How do you work under pressure?**

*You do not believe in pressure only priorities. The same goes for busy – there is no such thing.*



# 421 Technique

## 1. Baseline

When we want to read a person's body language it is important to understand what way they behave in normal conditions.

## 2. Change

It is important to then note any changes in the baseline behaviour when a probing question is asked. These can be difficult to spot.

## 3. Clusters

One way to help ourselves spot these changes is to note them when they happen in clusters. This will give an indication that there is something of significance in what is being said. At this point we do not know whether it is a good or bad thing that the person is feeling. Merely that there is something worth probing.

## 4. Consistency

When we think we have established clusters of change from the baseline behaviour we then must check for consistency. That is, when we re-establish the baseline behaviour and we probe again do we see the same changes in behaviour. For example – their foot stops tapping every time you ask why the position has become available.

## 5. Presumptions

As human beings we are prone to seeing patterns where there are none. Sometimes this can be a real benefit but sometimes it is a hindrance. If we presume something about the person interviewing us, either good or bad it will give us a skewed version of what is really happening. It is important to read the person without presumptions.

## 6. Contamination

Every time we enter into a conversation we are impacting the direction, energy and outcome of that conversation. Why? Because we are a part of it. Our very presence in the conversation impacts it. So when reading a person's body language we must also consider our own output.



## Notes

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THANK YOU

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