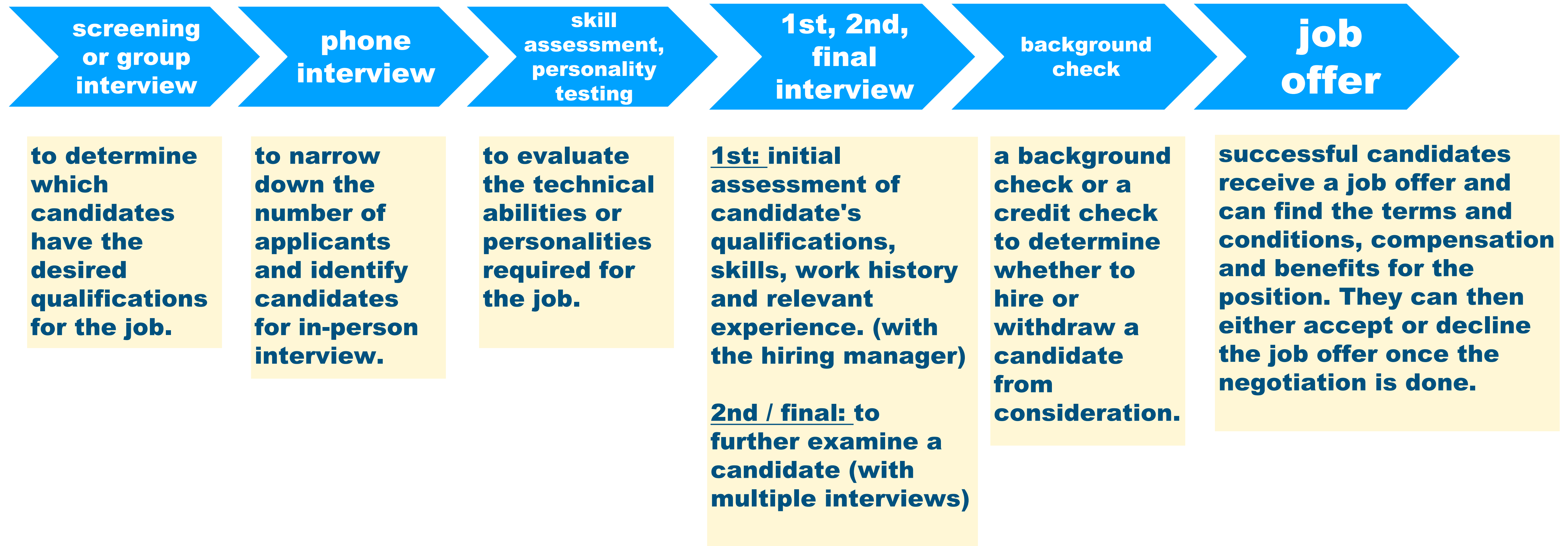


# Getting prepared for a job interview



## 1. Brainstorm: Steps in the job interview process?



# Tips for making self-intro in an interview

***“TELL ME ABOUT YOURSELF”***

## ◆ **Tips:**

- 1. Know what the requirements of the job opening are.**
- 2. Tailor your answer to highlight how you have the skills and abilities the company is looking for.**
- 3. Keep it to the point.**
- 4. Focus on the strongest benefit you can bring to the job.**
- 5. Provide concrete examples of your accomplishments.**

# Individual practice

## ***“TELL ME ABOUT YOURSELF”***

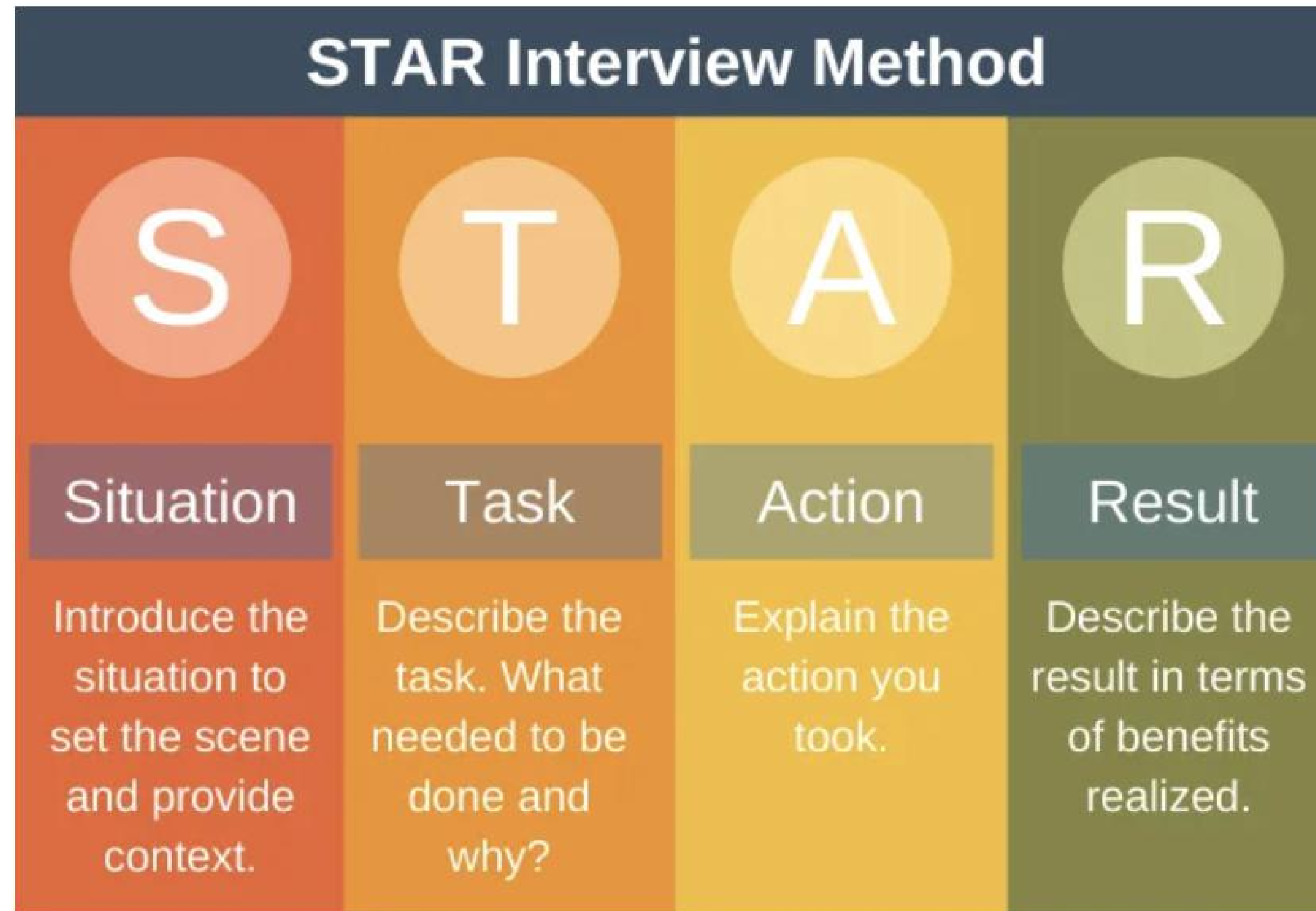
- ◆ **Setting:** you are going to interview for your dream company as a fresh graduate. Now make a short self-intro for the interview.
- ◆ **Includes the following points:**
  1. ***Start with a greeting and give your basic information;***
  2. ***Tell us what position you're applying for;***
  3. ***Tell us your strengths and illustrate how your strengths achieve a result, by using past experiences as specific examples;***
  4. ***a closing remark showing your future hope.***

### ◆ **Template for reference:**

**1)** Good morning, ladies and gentlemen. I'm glad to be here for this interview. Here's my resume. My name's \_\_\_\_\_. I graduated from \_\_\_\_\_ with a \_\_\_\_\_ degree in \_\_\_\_\_. → **2)** Today I'm here to apply for the position of \_\_\_\_\_. → **3)** I'm \_\_ *(adj. to show your strengths)*\_\_ / I have developed strong \_\_\_\_\_ skills. Last year, I participated in \_\_ *(project/actitivty)*\_\_. I was responsible for \_\_ *(what you did)*\_\_. Finally, I managed to \_\_ *(result?)*\_\_. → **4)** So I believe my \_\_ *(reiterate the strengths)*\_\_ will surely help our company \_\_ *(how?)*\_\_. / I am eager to \_\_ *(what you hope to bring to the company?)*\_\_

# Tips for making self-intro in an interview

*How to describe your past accomplishments?*





# Tips for making self-intro in an interview

## ***“TELL ME ABOUT YOURSELF”***

### ***"Tell Me About Yourself"***

**Focus on what interests the interviewer.**

"I have been working as an admin assistant to the General Manager for just over 3 years. I started as a Receptionist and was promoted after 6 months. I am passionate about learning new skills and I have completed a number of training courses. I have developed a strong skill set including in-depth data management expertise. I am eager to make full use of this in a larger working environment."

### ***"Tell Me About Yourself"***

**When your experience does not directly apply to the job opportunity.**

"My 4 years experience in hospitality has taught me a great deal about dealing with customers. I have developed strong problem-solving skills, honed my ability to manage conflict and deal with demanding individuals and polished my communication skills. I am keen to utilize my passion for excellent customer service in providing the best possible experience for your retail clients."



# Tips for making self-intro in an interview

## ***“TELL ME ABOUT YOURSELF”***

### ***"Tell Me About Yourself"***

**Answers for entry level job candidates**

"I have studied hard to become a well qualified marketing specialist. I completed a challenging internship with Barlows in the marketing department and have holiday work experience with XYZ Company. I expect to graduate from X with a GPA of X% and I am eager to implement what I have learned in a practical and impactful manner."

Tell me about yourself - your achievements

### ***"Tell Me About Yourself"***

**Provide concrete examples of your accomplishments.**

"I'm a graduate of X College and I have worked in sales for both XYZ Company and ABC Company for the last 6 years. At XYZ I achieved an average of X% sales growth over the 3 years I worked there. At ABC I have consistently achieved as well as exceeded challenging sales targets. My strong networking and relationship management skills have resulted in expanding our customer base by X%. I am very eager to meet the challenge of developing new territories for your company."



# Tips for Answering Interview Questions

***“What are your strengths and weaknesses?”***

## ◆ Tips for describing your strengths:

**Keep it job-related. Show how your strengths would benefit the job and the company. (good examples: organizational skills, communication skills, leadership, flexibility, creativity, problem-solving skills, self-motivated, etc.)**

## ◆ Tips for describing your weaknesses:

**Refer to a true weakness but show that you are dealing with it proactively by describing it as an area for development. (good examples: impatience, lack of assertiveness, over-sensitive, procrastination, over-committing, etc.)**

# Tips for Answering Interview Questions

***“What are your strengths and weaknesses?”***

◆ **sample answer for describing your strengths:**

**"I am good at dealing with customers. I enjoy the challenge of turning a dissatisfied customer into a satisfied one. Just last week I had an experience when ....."**

◆ **sample answer for describing your weaknesses:**

**"I'm impatient with people who don't work at the same pace as me **but I'm learning to manage this.** I make sure that they have the right resources for the job, I follow up to see that they are on track and I step in and help when needed"**



# Tips for Answering Interview Questions

***“What is the reason for leaving your current job?”***

## ◆ Tips:

- 1. focus on the positive aspects of what you are moving towards;**
- 2. avoid negative answers and never badmouth your former employers.**

## ◆ sample answer:

**“I feel like I have reached the ceiling in my current position and I'm eager for a fresh challenge. This job really appeals to me because I will be dealing directly with diverse clients and developing my customer-service skills.”**

# **Tips for Answering Interview Questions**

***“What do you dislike most about your current job?”***

## **◆ Tips:**

- 1. avoid referring to any duties or tasks that are part of the job you are interviewing for;**
- 2. avoid personal attacks on your colleagues, managers and the organization.**

## **◆ sample answer:**

**"There was a lack of growth opportunities in such as small company. One of the reasons I am so interested in your company is that it is a much larger organization with formal career planning structures in place."**



# Tips for Answering Interview Questions

***“Where do you see yourself in 5 years time?”***

## ◆ **Tips:**

- 1. Focus on realistic career opportunities;**
- 2. Combine personal growth strategies with your commitment to the job;**
- 3. Define what success and reward mean to you.**

## ◆ **sample answer:**

**"I want to have developed new skills and abilities and to have made the most of my opportunities. This position will give me the opportunity to learn more about managing a work team, which is a goal of mine. I would like to be recognized as an individual who has really **added value to the team and the company**"**

# **PAIR WORK: Conducting a mock interview**

## **1. Greetings and small talks**

## **2. Ask standard interview questions:**

**“Tell me about yourself”**

**“What interests you about this position?”**

**“What are your strengths and weaknesses?”**

**“Where do you see yourself in five years?”**

**“Why should we hire you?”**

**“why did you leave your last job?” ...**

## **3. Ask behavioral interview questions:**

**“How have you established your work priorities in your previous job?”**

**“Tell me about a recent time you had to solve a difficult problem in your job”**

**“Describe a situation where you were not satisfied with your work performance.**

**What did you do?” ...**

## **4. Ask the candidates if he/she has any questions**

## **5. Close the interview**

