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Interviewing for IT Companies and Soft Skills for IT Professionals



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Interviewing for IT Companies



Interview Preparation

Main topics

- How do I prepare for the interview?
- How do I sustain an interview in IT?
- What happens after the interview?



Interview Preparation



Pre-interview activities

- How to apply: People will give you a job, not systems
- Get out from the ordinary – You are unique!
- Build your resume with care and empathy for the recruiter
- Start managing your expectations correctly
- Start with a simple spreadsheet containing: Employer's name, Application date, Channel
- Set yourself an KPI: e.g. minimum 5 applications/day



How to build your resume



Resume template
ISIT-QA

- Your resume will determine if you will be called for an interview or not
- Get out from the ordinary: your resume should be unique and so are you
- Rule of thumb: maximum 2 pages long. Paginate your document.
- **Smart keywords** are the key to success
- Make it easy to read. Don't crowd your words in 2 pages
- We are stuck in the past, being forced to use a rudimentary instrument as CV
- Achieving the right balance of information is not that difficult
- Your personal data is confidential. Take good care of it. Always.
- A professional recruiter will spent 7-12 looking at your CV
- The first 75% of the first page will drive the decision. Make it count!
- What are the right job boards for searching and applying to jobs?
- <https://www.youtube.com/watch?v=WbawN4LZV50>

NAME SURNAME

Address: _____
Email: _____
LinkedIn: _____
Call: + _____


CAREER PROFILE

Seasoned professional with over _____ years of experience in _____ field. I am driven and enthusiastic about pursuing a career in _____.

SKILLS & ABILITIES

- Results driven
- Attention to details
- Self-starter
- Analytical mindset

PROFESSIONAL TRAININGS

 The Informal School of IT – Software testing module _____ 2015 – _____ 2015

- Testing types: manual vs. automated testing, functional vs. non-functional testing, white box vs. black box testing, dynamic vs. static testing
- Testing levels: component testing, integration testing, system testing, acceptance testing
- Requirements analysis
- Test preparation: test data, test environment, test design techniques
- Test case design
- Bug management: bug reporting, bug life cycle, bug management tools
- Test execution: run test cases, regression testing, exploratory testing, bug validation, test tracking, test prioritization
- Test reporting
- Basic OOP concepts & programming languages: JavaScript, HTML, CSS
- Basic database concepts: SQL language
- Tools: Mantis, Jira, Jenkins
- Software development life cycle SDLC
- Software methodologies: Waterfall, Scrum, Kanban

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Interview

That awkward moment when someone asks you to tell more about yourself, and you're like:



OH GOD,
WHO AM I?

- Start using your abilities
- Listen. No, really listen!
- Make eye contact
- Watch your body position: **no crossed arms or legs**
- Say “***-I don't know***” if you do not know
- **Leave your expectations at home and be honest to yourself**
- Interview should be a get to know each other opportunity
- A refusal can mean a better job/company
- Continue applying even if you start going to interviews
- Smile and bring good energy in the room

What happens after the Interview

- Give at least 2 weeks before you contact the interviewer for the decision (if it doesn't naturally come)
- Reapply after minimum 6 months if the answer was negative
- Once you accept an offer, DO NOT CHANGE YOUR MIND! Ever 😊
- Get informed regarding the financial expectations: <http://www.brainspotting.ro/talent-map/>



Soft Skills for IT Professionals



Communication

What do we know about communication?



Communication

Why is there an ever increasing need of communication?

Communication can be the cause of many failures and frustrations

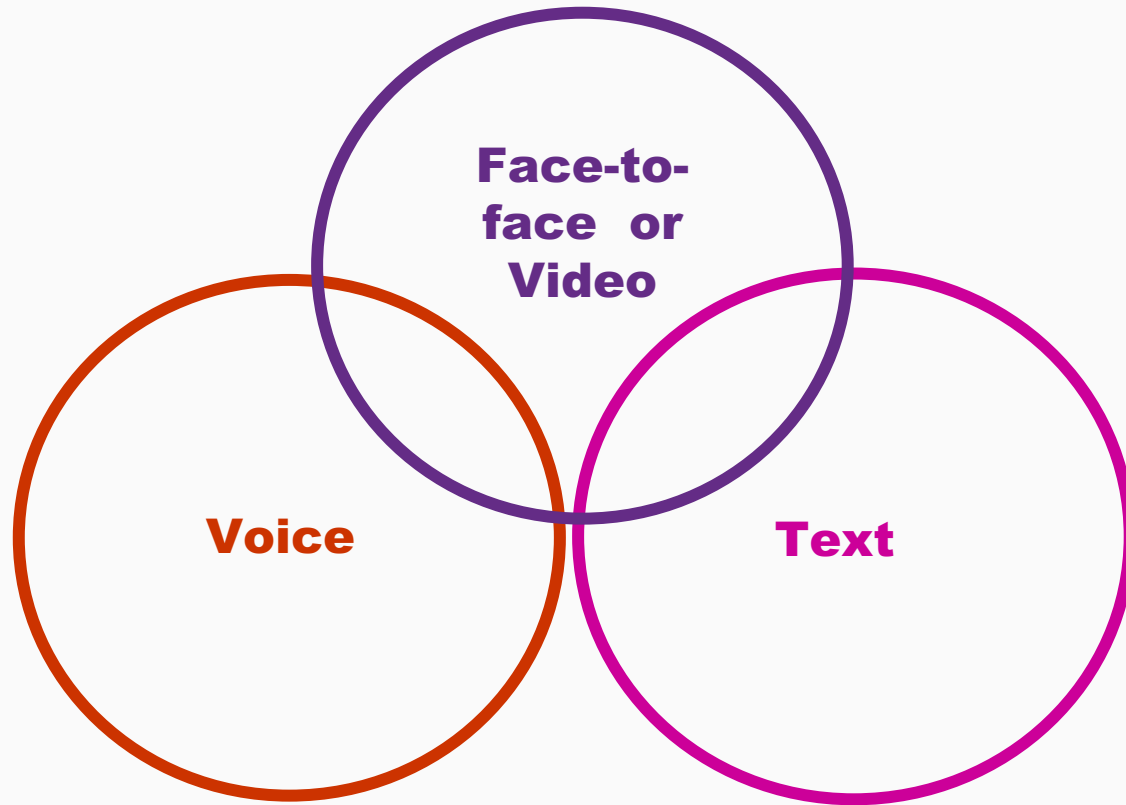


Communication Types

- Synchronous
- Asynchronous



Communication Types



Recommendations for better Communication

Adapt your posture to the posture of the person you communicate with.

Adjust your volume, tone of voice, rhythm and speed of speech.

Use the active listening technique. And listen!

Pay attention to the social distance.

Pay attention to your facial expression and to your gestures.

Keep eye contact



Understanding

- Receiver accountability
- Transmitter accountability

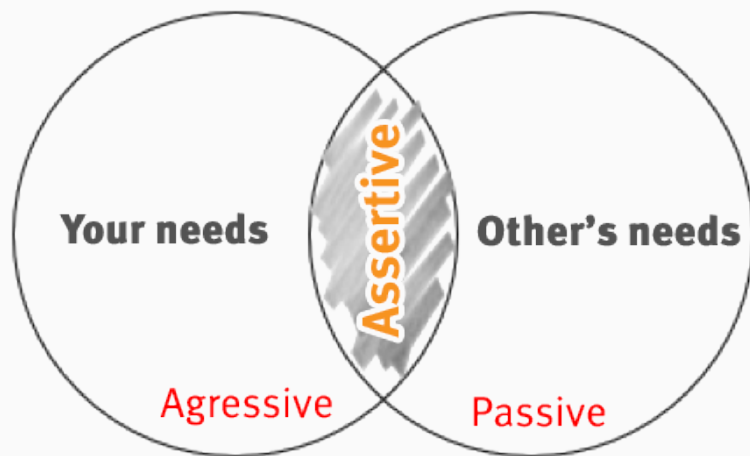


Assertiveness

Not suffering in
silence

Not being
aggressive

Finding the right
balance



Assertiveness



Assertiveness

HOW TO BE ASSERTIVE

THREE TIPS

Be clear



- Be clear in thoughts and ideas

Be honest



- Being honest and correct gives additional strength to asset

Be fair



- Being fair and just, without bias and prejudice strengthens our mind

Assertive messages

State the behavior that affects you
(*When you do ...* describe the behavior)

State your feelings or opinions on that behavior
(*I feel/I think ...* describe the feeling/the opinion)

State the consequences of the behavior that affects you
(*Because ...* describe the consequences of the behavior)

Offer an alternative for the behavior that affects you
(*I would like to ...*offer the alternative)

Feedback

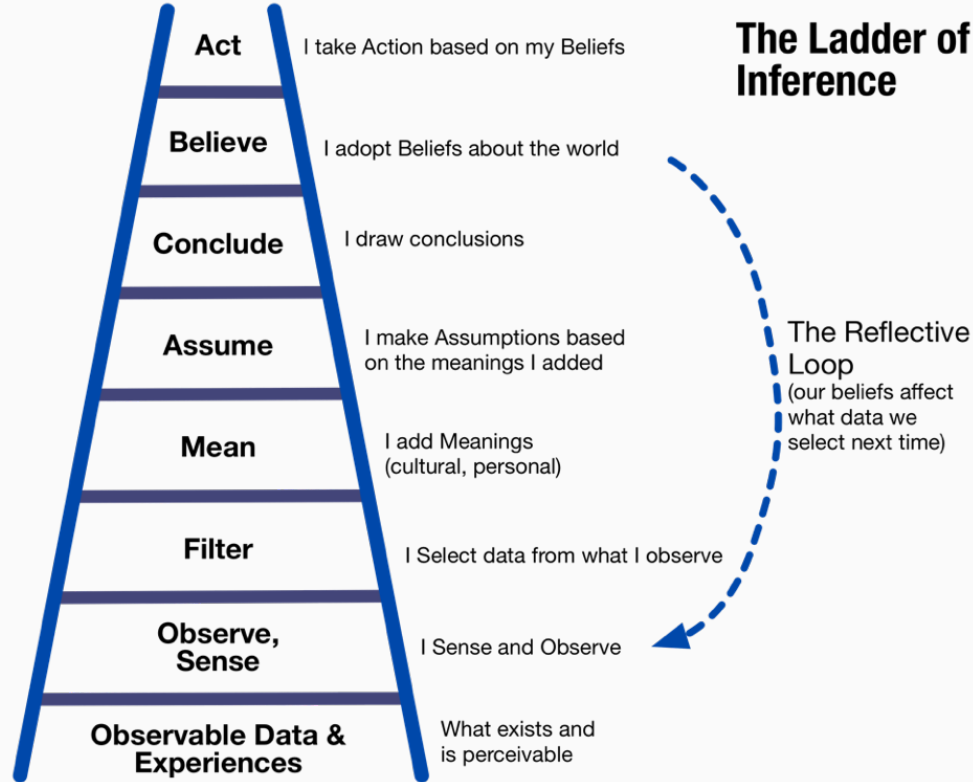
John is frequently late to your meetings.

When he arrives, he interrupts your flow and you have to start again and repeat some information, which is very frustrating. He apologizes and has reasons for being late.

What do you tell him? How do you solve the problem?



Feedback



Adapted from Peter Senge's book *The Fifth Discipline Fieldbook*. Copyright 1994

Feedback

Frequent

Specific

Objective

Future oriented



Meetings

No meeting
without agenda

Focus

Pragmatism



Decision taking

- In limited time
 - With limited information
-
- Selection bias
 - Sunk-cost bias
 - Outcome bias



Agreeing

- How do you agree to something?
 - How do you make other agree to what you have to say?
 - What do you find difficult in agreeing?
-
- The worst thing that can happen
 - One of the biggest demotivating factors in businesses



Thank You!

