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This week we will work on

PREPARING FOR JOB INTERVIEW

Content of the course has been taken extensively from the generously shared file by Lilsh Pathe on slideshare.

A Job Interview Is...

- An opportunity to meet face to face
- To discuss your qualifications
- To assess your ability and skills
- To demonstrate your skills and personality
- To sell yourself

The Keys to a Successful Interview

- Convey a positive attitude
 - Show enthusiasm
- Beware of non-verbal communication
 - Keep eye contact with interviewer
- Pay attention to physical appearance
- Be knowledgeable of the company
- Don't talk yourself out of a job
- Don't keep the interviewer waiting

The Keys to a Successful Interview

- Be Prepared:
 - Have extra resumes on hand.
 - Have references on hand if not attached to resume.
 - Conduct background research on organization.
- Remain calm when faced with periods of silence
 - Silence is not always bad but don't wait too long.
- Know your resume
 - Reread it before going into an interview.

The Keys to a Successful Interview

- Arrive early
 - 10-15 minutes early.
- Remain calm and collected
- Listen attentively
- Show confidence

Know yourself



- Be able to articulate YOUR
 - Skills
 - Values
 - Interests
 - Abilities
 - Long term plans
- Be able to give examples of them
- Think on your feet
 - outside the box
- Use common sense



Types of interviews

- Screening interviews
- Second round interviews
- One on one
- Panel interviews
- Group interviews

Review



- Prepared for questions about resume
- Familiar with contents
- Answer questions pertaining to resume
- Typically asked questions
 - *“Why should we hire you?”*
 - *“Tell me about one of your weaknesses...”*

Contd:



Questions for organization

"How soon do you expect to make your decision"

Interview starter questions

"Tell me what you know about us"

"Tell me about yourself?"

Rehearse

- **Practice**
 - tape recorder
 - mirror
 - video camera
 - friends, family
- **Notecards**
- **No memorized answers**
 - just concepts and key “buzz words”



Preparing for the interview

- Familiarity with business location
- Copy of resume updated & in folder
 - References included
- Few questions prepared for interviewer *at end of interview*
- Visualize setting, positive interview
- Anticipate stressors
- What to wear

Rules of Thumb-Dress code

Comfortable/Formal Attire

Accessories

- Shoes
 - Polished, comfortable
- Socks/Hose
 - Do not go without socks/hose
- Belts
 - If have belt loops, wear a belt
- Purse/Attache Case

Day of the interview



- **Fresh shower, well groomed**
- **Leave plenty of time for mishaps**
- **Eat prior to the interview**
 - Avoid too much caffeine and sugar
- **Arrive early**
 - 15 minutes ample time
 - too early makes interviewers nervous
- **When arriving a business, be courteous to *all* employees**

The interview process



- **Casual conversation**
 - *“How was the traffic?, did you find us O.K.?”*
- **Down to business**
 - Actual interview begins
 - Listen, buzzwords, new info.
 - Employer will discuss company/position
 - Proceed to ask questions about skills, etc.
 - Behavioral questions (situation)
 - End by asking if you have questions

The interview process

- Closing the interview
 - Employer initiates
 - Standing up, shaking hands
 - *“Thank-you for interviewing”*
 - Let employer know you are interested
 - Prepare closing statement
 - *“Thank you for taking the time to interview me, I’m very interested in this position...”*



Tricky Questions (How to handle)



Behavioral Interview Questions



- Give me an example of a problem you encountered & how you handled it?
- Give me an example of a time when you faced a lot of obstacles to achieving a goal...
- Talk about a stressful situation you've experienced...
- Tell me about a time when you've been a team player..
- Tell me about a project or role that you've taken on that is outside your job description....
- Tell me about a situation when you "took the ball & ran with it."
- How have you handled situations in which you had to deal with something that you're not totally comfortable with?
- How do you build your confidence?
- Give me an example of how you've failed...
- Tell me about a time when you've had to challenge authority...

Comments / Questions



Remember to be yourself...

Everyone is nervous...

Be prepared

LISTENING

BBC 6 minute English: Preparing for job interview

Getting invited for a job interview can be exciting and stressful. In this episode, Pippa and Phil talk about how to get ready for a job interview without over-preparing.

<https://www.bbc.co.uk/learningenglish/features/job-applications/240916>

WEEK 1-3: ENCOURAGEMENT

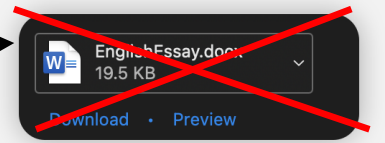
If you switch both your mobile phone and computer language to English and write an **essay** on the *pros* and *cons* of this change, you will earn extra points—between 0 and 10.

The **essay** should clearly describe the benefits and any new words or concepts you learned after making the change.

Check out this video that will help you to learn how to write an essay : [Video](#)

END OF THE YEAR HOMEWORK

YOUR EXPERIENCE AFTER CHANGING THE DEVICE LANGUAGE



Please do not send me a Word or PDF file. Send your essay as email body not a separate file. Please send your essays to my Gmail account (dr.ercan.ezin@gmail.com). Your essay should be convincing that you have truly changed the language of your devices. No fluffy words, unrelated topics or GPT generated content. We want to hear how it affected your life good or bad ways not GPT generated content. You can use GPT to correct grammar mistakes or typos but you should **avoid** generating content.

2-point penalty if it is a separate file. 2-point penalty if it is not in my gmail account. 5-point penalty if it is not convincing and not talking about your experience. 3-point penalty for GPT generated content.

IMPORTANT: Check out internet on how to write an essay. Particularly Pro-Con essays.

EOF*

*End of Fun/File

REFERENCES / CREDITS

1. BBC Learn English/ 6 Minute English
2. Lilesh Pathe: <https://www.slideshare.net/slideshow/interview-preparation-70444891>