

Module CS5052NI

Professional Issues, Ethics and Computer Law

2023

Interview skills

Preparing for an Interview



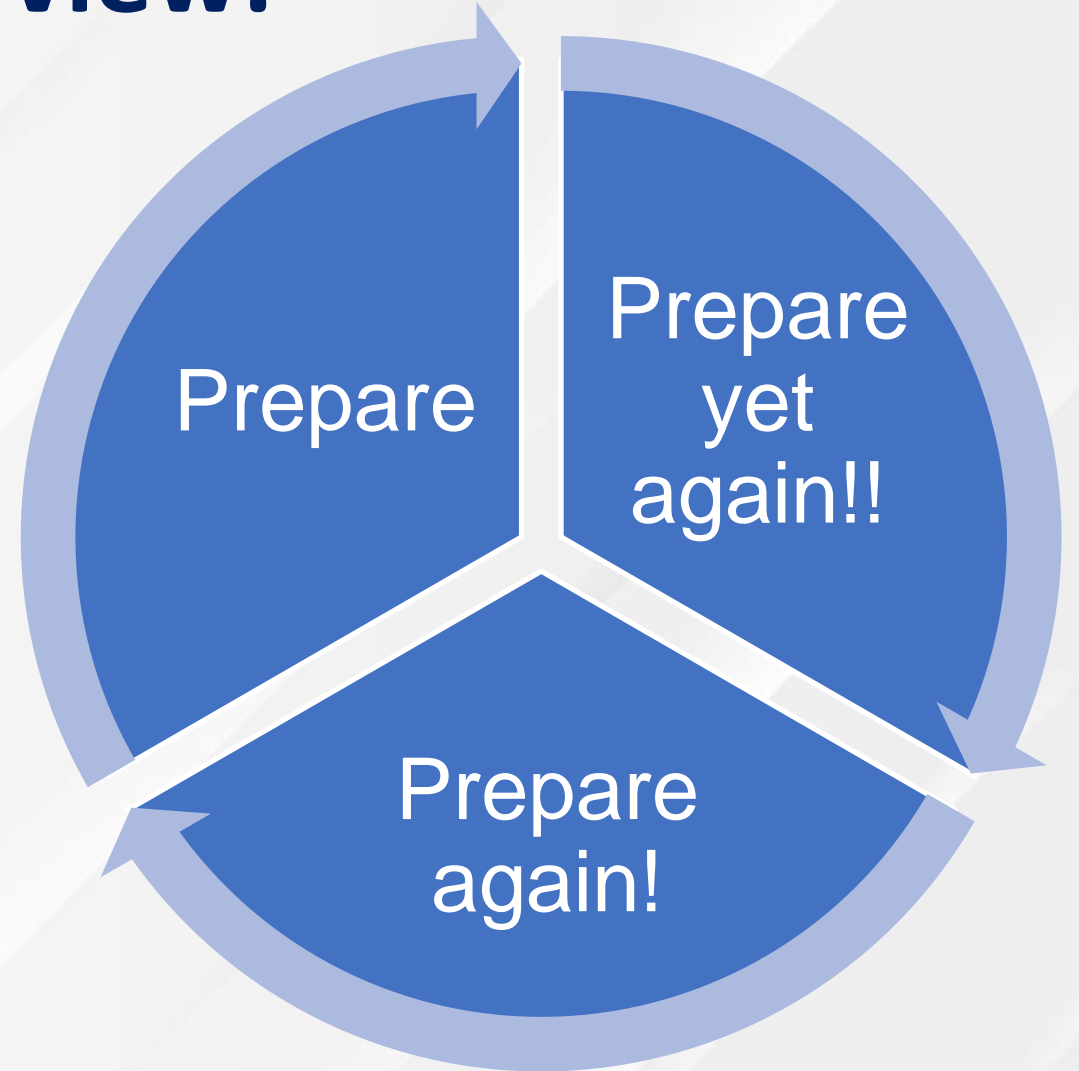
So, What interviewing is...

- Verbally asking participants the job evaluation questions and hearing the participant's point of view in his or her own words.
- Interviews can be either structured or unstructured
- They can be conducted individually or as a group



The Three Most Important Things YOU Should do Before your Interview:

1. Prepare
2. Prepare Again!
3. Prepare Yet Again!



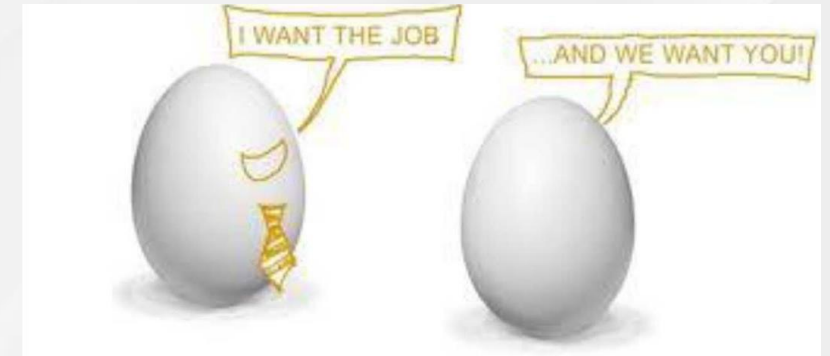
First Impressions

- Your Curriculum Vitae
- Your Application
- Your Clothing and Appearance
- Your Body Language

Before the interview

Preparation — Knowing the organization

- Research the company/organization — do you know what they do?; what do they say about themselves?
- Current developments/news items/trends e.g. new contracts, takeover bids, financial and industry awards, government initiatives, economic pressures
- Demonstrate knowledge of the wider business and commercial context



Before the interview

Preparation — Knowing yourself

- Recall any learning points from previous interviews
- Anticipate questions based on: your application form/ CV; job description; person specification; skills requirements, job and sector knowledge
- Think about your answers & examples you could use as evidence
- What 4 or 5 main points/strengths do you want to get across about yourself
- Questions you want to ask



Before the interview

Tips regarding attire (Men)

- If possible, wear a suit to the interview
- Belt and shoes should be same color
- Avoid ties with elaborate patterns or too many colors
- A wedding ring and/or watch is generally the only jewelry that should be worn
- Head to Toe: Hair should be well groomed and shoes should be polished



Before the interview

Tips regarding attire (Women)

- A suit or official dress is preferable
- Hairs neatly done and professional
- The amount of jewelry should be minimized
- Make-up should be light
- Avoid perfumes and scented powders



What would the interviewer prefer?



What would the interviewer prefer?



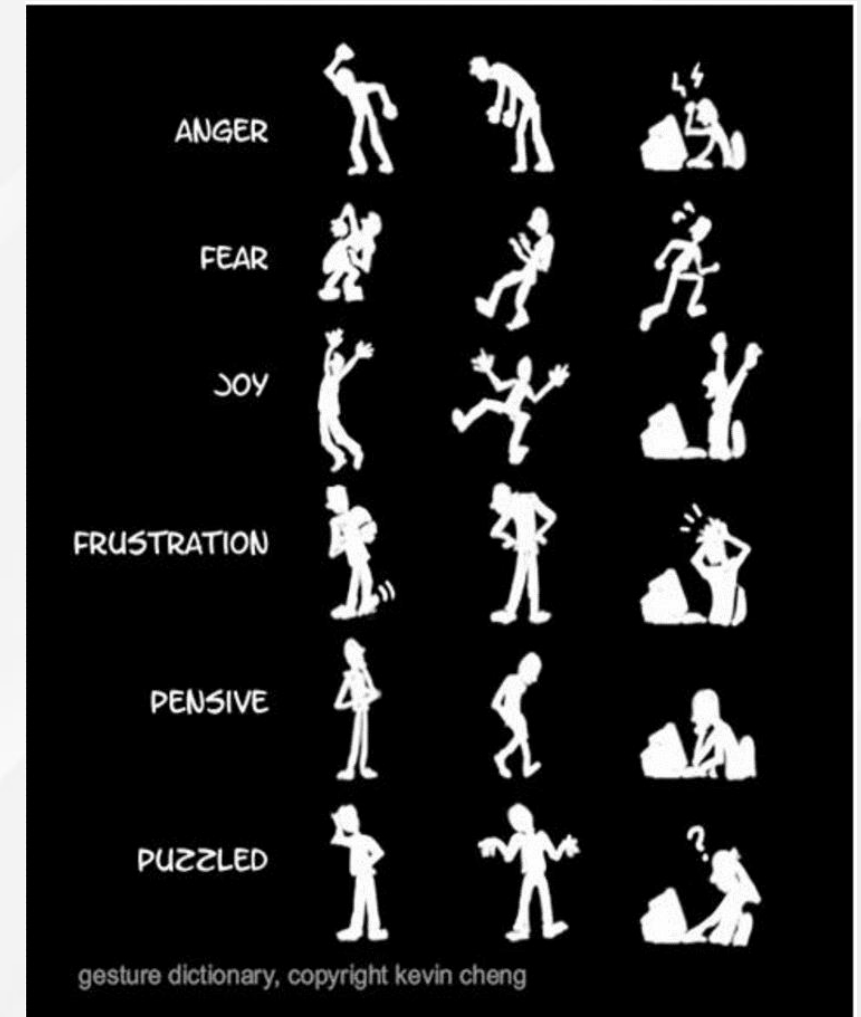
Kinesics and Body Language

- It is the interpretation of body motion communication
- Facial expression and gestures
- Nonverbal communication related to movement of any part of our body
- Also equivalent to popular term body language



Kinesics and Body Language

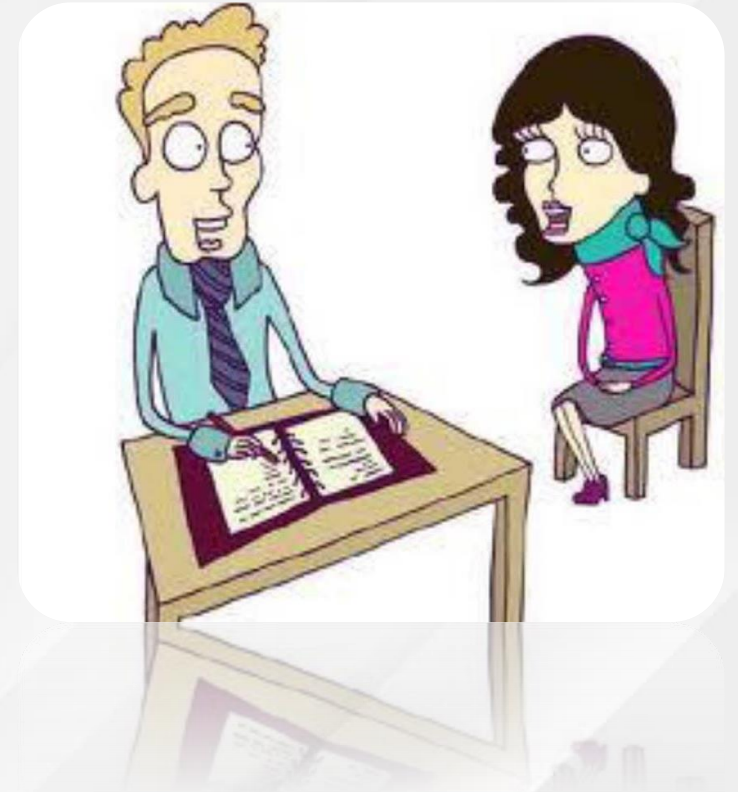
- Only as less as 15% is expressed with words
- More than 50% is expressed through kinesics
- Sense organs play a major role
- Role of subconscious signals



During the interview

Body Language

- Be ready to shake hands
- Make eye contact with all members of the panel
- Smile (at appropriate points!)
- Seating position -try to look and feel relaxed, self-assured and alert
- No fidgeting!
- Leave a positive impression



Answering Questions

- Listen to questions carefully —what do they want to know/why are they asking?
- Take a few seconds before you answer to give yourself time to collect your thoughts
- If you are not clear about the question, ask for clarification
- Talk about your relevant skills and abilities —relate these to the job

If you lose your thread, take a moment to clarify your thoughts



"My short-term goal is to bluff my way through this job Interview. My long-term goal is to invent a time machine so I can come back and change everything I've said so far."

What sort of questions can you prepare for?

- Tell us about yourself
- Why are you interested in this job?
- What relevant skills do you have for this role?
- What do you know about our organization?
- Your biggest achievement till date
- What are your main strengths?
- What is your greatest weakness?
- Where do you want to see yourself in 5 years time?
- Why should we give you this job

When asked; “ Do you have any questions?”

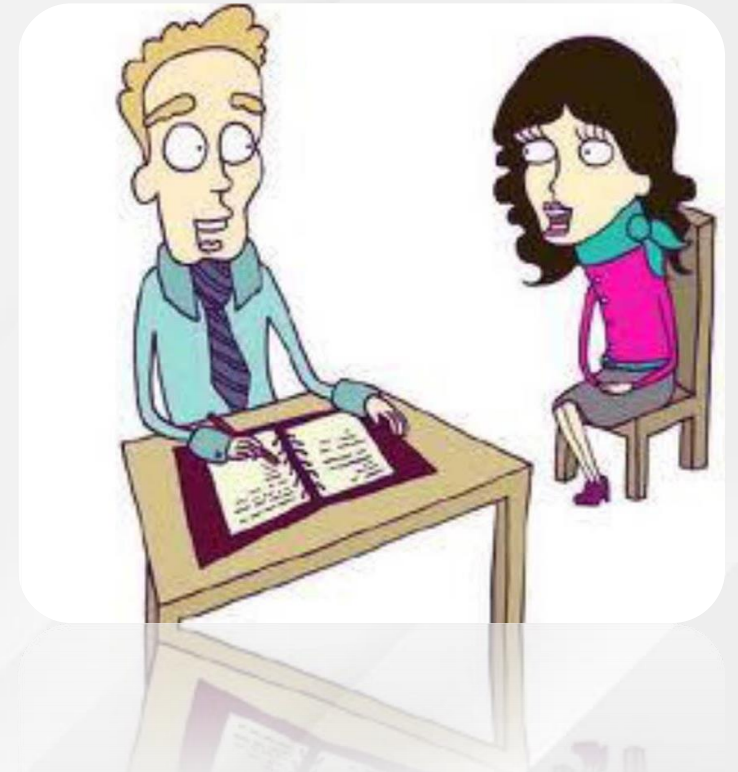
- Are there opportunities for working in other departments/ for promotion?
- What training/support could I expect?
- What would be the key objectives be in the first 6 months of the job?
- When will I hear about this interview?
- Whatever the outcome, will you give me feedback?



After the interview

Make notes of:

- questions you were asked and your answers
- five things you did well
- three things you could have done better
- one thing you have learned from the experience which could be helpful in the future
- Reflect —if offered, would you take the job? If not, why not?
- Give yourself a treat!



BEST WISHES FOR FUTURE IT-INNOVATORS



Any questions?



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