

Job Interview Preparation

SESSION V: CAREER EXPLORATION



Chapter outlines

- 1. Preparing Effectively for a Job Interview
- 2. Job Interview Types and Techniques
- 3. Interview Questions

LEARNING OBJECTIVES

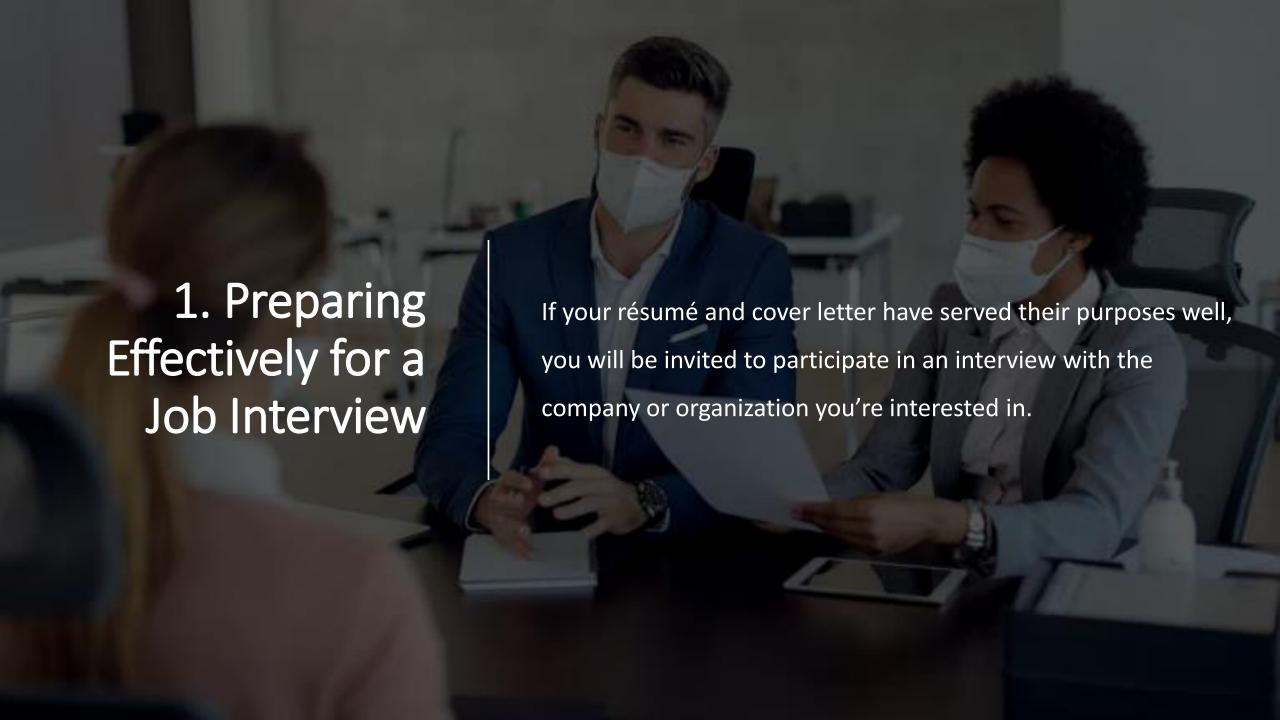
By the end of this section, you will be able to:

- Describe effective strategies to prepare for an interview
- Differentiate between different types of interview situations and identify appropriate interview techniques for each
- Analyze different question types common in interviews



One important key to success is self-confidence. An important key to self-confidence is preparation.

Arthur Ashe, champion tennis player



Interviewing for a Job

Preparation

Participation

Types of interviews

Steps for preparing effectively for a job interview

- Review the Job Description
- Research the Company or Organization
- Practice Answering Common Questions
- Plan to Dress Appropriately
- Come Prepared
- Be Confident





Participating in an Interview

- Greet the interviewer.
- Shake hands.
- Sit when asked.
- Respond in a businesslike manner.
- Maintain eye contact.
- Be alert to signals the interview is ending.
- Express appreciation for the time.
- Ask when you will receive notice of the decision.
- · Shake hands.

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2. Job Interview Types and Techniques

- Screening Interviews
- Phone or Web Conference Interviews
- One-on-One Interviews
- Panel Interviews
- Serial Interviews
- Lunch Interviews
- Group Interviews

ACTIVITY: WHAT MAKES YOU A GREAT FIT?

Answer the below questions:

- 1. What is your job title and what are you responsible for executing?
- 2. What is the name of the company or organization? What is its function?
- 3. Identify the top three reasons why you are a great fit for this job.
- 4. What sets you apart from the competition?
- 5. List the qualities, skills and values you have that match the job requirements. Provide examples to support your answers. Connect your values to the company's values.

3. Interview Questions

- Know the common interview questions to expect, and understand the intention behind each
- Strategically craft a great answer for each question
- Practice interviewing until you're as strong as possible



Be ready to answer questions:

- Traditional questions
- Behavioral interview questions
- Unacceptable questions



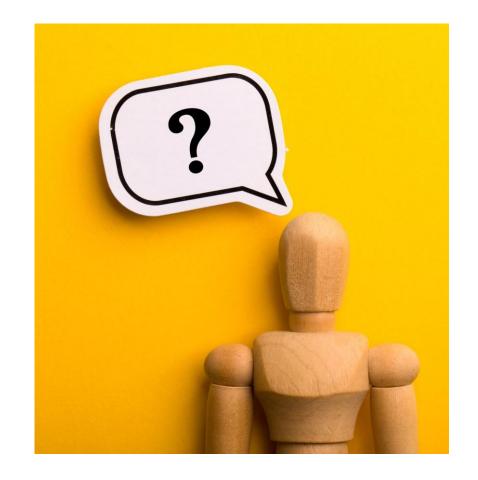
Traditional questions

- 1. Tell me about yourself.
- 2. What is your greatest strength? your greatest weakness?
- 3. Tell me about your course work. What courses did you like best? least?
- 4. Tell me about your extracurricular activities while you were in school.
- 5. What job-related skills have you developed that are crucial to this job?



Behavioral questions

- 1. What major problem have you faced in group projects and how have you dealt with it?
- 2. Describe a situation in which you were successful (or unsuccessful) in moti-vating someone.
- 3. Describe a situation at work or at school where you took the initiative. What was the result? How did you feel?
- 4. Describe the most difficult person with whom you have worked. How did you handle the situation?
- 5. Give me an example of a time management skill you've learned and how you applied it at school or at work.



Unacceptable questions

- 1. You don't look like a native of this country. Where were you born?
- 2. Do you have any disabilities?
- 3. Where do you attend church?
- 4. Do you have adequate child care? Who will look after your children while you work?



Discussion: How to Answer

- 1. "Tell Me About Yourself"
- 2. Describe Your Current (or Most Recent) Position"
- 3. "Why are you looking for a new opportunity now?"
- 4. "What are your strengths?"
- 5. "What is your greatest weakness?"
- 6. "Why do you want to work here?"
- 7. "Where do you see yourself in five years?"
- 8. "Why should we hire you?"
- 9. "Do you have any questions for me?"

Purpose of Other Employment Communication

- Following up on an application
- Accepting an interview invitation
- Following up an interview
- Accepting employment
- Rejecting employment
- Expressing appreciation to references and others
- Resigning from a job

Key Takeaway

- Use simple, clear, and direct language; get to the point immediately.
- Focus on the employer's needs.
- Maintain a balance between professionalism and friendliness.
- Demonstrate enthusiasm and confidence, but don't be presumptuous.

