

Interview tips

Pre - interview

You have to treat every interview as if it is the only one which you will ever get with that client and the only opportunity to convince them that you are the best candidate. Even though you might go through several interviews before the eventual offer, you must score the best in each interview.

The key for a successful interview it's your "passion" for the job and your "attitude"

"passion"

Show your passion through your enthusiasm for the job

Attitude is everything.

"Any fact facing us is not as important as our attitude toward it, for that determines our success or failure."

—Norman Vincent Peale

Before attending an interview, certain steps can be taken to ensure a successful interview:

1) your Dress will create the first impression

Dark suits preferred for both males and females, If you do not have a suit, "business casual" (a dark sports jacket and slacks/skirt) will suffice.

- ❖ Conservative two-piece business suit
- ❖ Conservative long-sleeved shirt/blouse
- ❖ Well-groomed hairstyle
- ❖ Clean, trimmed fingernails
- ❖ Empty pockets—no bulges or tinkling coins
- ❖ Light briefcase or portfolio case



- ❖ Keep accessories to a minimal, No visible body piercing (nose rings, eyebrow rings, etc.) or tatoos
- ❖ Shoes should be clean and conservative
- ❖ Cologne or perfume should be minimal.
- ❖ Make-up should be well applied and also kept to a minimum.

2) Before the Interview

Learn about the company and its operation. The Information which you should know about the company prior to your interview:

- ❖ Organizational structure
- ❖ Name of the interviewer
- ❖ Divisions/departments that interest you
- ❖ Products/Services
- ❖ Size of company
- ❖ How long have they been in business
- ❖ Job description & job title
- ❖ Geographic location of home office, branches, stores

Main Resources for this information are: recruitment consultant, Inside source
Professional journals, Magazine and company website.

You should refresh your memory on Facts and details about your present employer; it is expected from you to know a lot about a company for which working

3) During the interview

- ❖ Start it off like a winner. Give a firm handshake, a pleasant smile and a positive confident attitude. Introduce yourself.
- ❖ Be comfortable. Take a seat facing the interviewer
- ❖ Listen , Look at the interviewer directly
- ❖ Avoid nervous mannerisms. Pay attention to nervous mannerisms you might have such as clicking your pen, jingling change in your pocket, twisting your hair, biting your nails.
- ❖ Speak clearly. Use good grammar and a friendly tone. Never answer just "yes" or "no" to a question. Always clarify, expand on your answers. Be sure not to ramble on.

4) Prepare & Anticipate Questions

Anticipate questions that may be asked of you in an interview. Prepare answers beforehand, this does not mean memorizing responses or writing a script. It does mean planning the points you want to make.

Below Some common questions and suggested answers

- 1. Tell me about you!** :Keep your answer to one or two minutes; don't ramble. Use your resume summary as a base to start.
- 2. What do you know about our company?** Do your homework before the interview! Spend some time online or at the library researching the company. Find out as much as you can, including products, size, income, reputation, image...etc,
- 3. Why do you want to work for us?** Don't talk about what you want; first, talk about their needs: You would like to be part of a specific company project; you would like to solve a company problem; you can make a definite contribution to specific company goals.
- 4. What would you do for us? What can you do for us that someone else can't?** Relate past experiences that show you've had success in solving previous employer problem(s) that may be similar to those of the prospective employer.
- 5. Why should we hire you?** Because of your knowledge, experience, abilities and skills.
- 6. What do you look for in a job?** An opportunity to use your skills, to perform and be recognized.
- 7. Please give me your definition of a (the position for which you are being interviewed).** Keep it brief -- give an action- and results-oriented definition.
- 8. How long would it take you to make a meaningful contribution to our firm?** Not long at all -- you expect only a brief period of adjustment to the learning curve.
- 9. How long would you stay with us?** As long as we both feel I'm contributing, achieving, growing, etc
- 10. You may be overqualified for the position we have to offer!!** Strong companies need strong people. A growing, energetic company is rarely Unable to use its employees' talents. Emphasize your interest in a long-term association, pointing out that the employer will get a faster return on investment because you have more experience than required.
- 11. Why are you leaving your present job?** Refine your answer based on your comfort level and honesty. Give a "group" answer if possible, e.g. our department was consolidated or eliminated.

12. How would you evaluate your present firm? It's an excellent company that afforded me many fine experiences.

13. In your current or last position, what are or were your five most significant accomplishments? Refer to the key accomplishments already identified on your resume.

14. Why haven't you found a new position before now? Finding a job is easy; finding the right job is more difficult. Stress that you are being selective, and are looking for the right "fit."

15. Had you thought of leaving your present position before? If so, what do **16. you think held you there?** Explain that your job is no longer challenging and that you feel your talents are best used elsewhere. to this company's field, and don't give out specific company names.

17. Can you work under pressures, deadlines, etc.? Yes, it's a way of life in business. Be sure to cite examples of your success.

18. How much are you looking for? Answer with a question, e.g., "What is the salary range for similar jobs in your company?" If the interviewer doesn't answer, then give a range of what you understand you are worth in the marketplace.

19. What are your weaknesses? Don't say that you don't have any. Try not to cite personal characteristics as Weaknesses, but be ready to have one if the interviewer presses. Turn a negative into a positive answer: "I am sometimes intent on completing an assignment and get too deeply involved when we are late."

5) Questions to ask the interviewer:

Prepare your questions well on advance, don't ask about the salary, holidays and benefits, these are usually at the second interview, or Jobs-Me consultant will lease with you

Here's a sampling of questions you might ask.

1. What are the company's greatest strengths?
2. In what areas it the company trying to improve?
3. Who will I report to?
4. Could you give some examples of projects I would be working on?
5. How much travel is involved?
6. Will relocation be required?
7. What products (or services or stores) are in the development stage?
8. Is this a new position or will I be replacing someone?

9. How frequently are performance appraisals done?
10. What is the next step in the interview process?
11. Is this job a result of increased growth or expansion?

6) Closing the interview

Leave your interviewer with the right picture of you. Ask if there is anything else you can provide. Examples include references, transcripts, background information, and samples. State your interest in the position and Ask about the next step in the process

7) After the Interview

Say thanks. THANK the interviewer for the time spent with you.

Call your consultant at Jobs-me immediately after the interview in order to update him/her

More ... More ... Tips.....

Dos, Don'ts & body language

Dos

- **DO** arrive on time
- **DO** greet the interviewer by his or her title and surname.
- **DO** shake hands firmly.
- **DO** wait until you are offered a chair before sitting
- **DO** be a good listener as well as a good talker.
- **DO** smile.
- **DO** look the interviewer in the eye.
- **DO** your homework and find out as much as possible about the institution, department and the faculty. Know the institution's web information.
- **DO** show enthusiasm. Enthusiastic feedback can enhance your chances of being further considered
- **DO** conduct yourself as if you are determined to get the job you are discussing
- **DO** bring a copy of your resume
- **DO** address questions at your job talk and don't be afraid to admit you don't have an answer.



DON'Ts

- ❖ **DON'T** forget the goal of the interview is to see if there is a match between you and the department.
- ❖ **DON'T** wear your sunglasses, either on your face or on top of your head.
- ❖ **DON'T** have your mobile on.

- ❖ **DON'T** enquire about salary, holidays
- ❖ **DON'T** smoke, even if the interviewer does
- ❖ **DON'T** chew gum
- ❖ **DON'T** answer with a simple "yes" or "no." Explain your answer whenever possible
- ❖ **DON'T** lie. Answer questions truthfully and honestly
- ❖ **DON'T** Spit out your damn gum!
- ❖ **DON'T** Mumble Or Grunt
- ❖ **DON'T** Bash Your Former Boss
- ❖ **DON'T** Exaggerate
- ❖ **DON'T** Discuss Money First
- ❖ **DON'T** Say You Have Other Offers
- ❖ **DON'T** Tell Jokes

Watch your body language



No matter what you might say, using the wrong body language can make you appear disinterested ..

"It's so important for people to be cognizant of their body language because while their words may be saying one thing, their body language may be saying something else," says Kimberly Bishop, senior

Be conscious of posture while standing and sitting



Avoid "closed" body language.



For better interview performance learn how your body talks

Forehead	Wrinkles	Anger
Eyebrows	Outer Edges Up	Anger
Eyes	Centered	Focused
	Gazing Up	Thinking
	Gazing Down	Shame
	Gaze To Side	Guilt
	Wandering	Disinterested, Bored
Nose	Wrinkled	Disgusted, Confused,
	Pointed Up	Arrogant
Lips	Parted, Relaxed	Happy
	Together	Possibly Concerned
	Wide Open	Very Happy, Very Angry
	Crossed	Angry, Disapproving
Arms	Open	Honest, Accepting
	On Top Of Head	Amazement
Hands	Scratching Head	Puzzled, Confused
	Rubbing Eyes	Tired
	Rubbing Chin	Thinking
	Folded	Timid, Shy
	Interlocked	Tense
Fingers	Pointing At You	Angry
	OK Sign	All Is Fine
	V Sign	"Peace"

[For further info , kindly contact your consultant at jobs-me](#)