



# ***JOB INTERVIEW***

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# JOB INTERVIEW

- What is a job interview? It is the process for people to get a job. It starts with sending an application letter. After selection process, who is right or not to be the candidate for the vacancy, the HRD manager will send or call the candidate to know more about the candidate personalities through an interview.
- All a job interview does is give employers the chance to meet you and see if they like you enough to give you a job. Simple. Get it right and you could end up with a great job, get it wrong and you'll have to live with unemployment or a role you hate for a bit longer...

## JOB INTERVIEW

- So, what exactly is a job interview?
- The employer (and hopefully your future boss) asks you questions about your career, personality and life and you answer honestly while trying to impress them. Easy, right? Not really - job interviews can be really stressful.
- However, if you prepare properly for your job interview – and it really is easy to do(!) – then you can get rid of the nerves and show your interviewer why they **MUST** hire you. And so our interview advice is designed to get you job interview ready...

## APPLYING FOR A JOB IN PERSON.

- Before you are appointed to a post, you will be interviewed by at least one person, and sometimes by more than one. If you are prepared for such an interview and know what to expect, it will be much easier for you, and you are likely to be more successful.
- Then, too, if you feel prepared for an interview, you can give your full attention to it, and you will be more at ease. Do not be overconfident, but remember that you DO have certain skills that your prospective employer has need of, and perhaps you can provide just the help that he needs.

Just follow these 5 easy steps and you will stand the best chance of getting a job.

- 1. What type of interview is it?
- There are three main types of interview and when you are offered one they should tell you what to expect...
- a. One-to-one interview – The most common type... You are interviewed by just one person (usually the boss!) and it's a simple question and answer session.
- b. Panel interview – A bit scarier... This is where you're interviewed by more than one person at a time – expect two or more interviewers to be in the room with you.
- c. Competency interview – The most advanced interview type. You'll be tested on different situations e.g. 'tell me about a time when you showed good teamwork'.
- See our guide to different types of interview

- 2. What should I wear?
- It may sound silly but you must plan your interview outfit. You don't necessarily have to wear a suit, depending on what job you're going for, but you should follow a few simple dress code rules (see below)...
- Interview dress code rules
- 3. Practice these interview questions
- **YOU MUST PRACTICE INTERVIEW QUESTIONS!** OK, that was a bit dramatic, but this is where many people mess up. By just spending a little bit of time looking at common interview questions and answers you can really improve your chances of getting the job...

- 4. Body language in the interview
- It may sound weird but body language has a big part to play in your job interview. For example, if you sit slouched in your chair with your arms crossed you could come across badly, even if your answers are good...
- Good interview body language
- 5. Don't forget to ask your own questions
- At the end of almost every interview, the interviewer will say to you 'do you have any questions for me?' If you shrug your shoulders and get tongue-tied then you can look uninterested. Go in with a few interview questions of your own prepared, instead. Further explain other aspects of your resume.

It will help you to keep in mind the following points as you prepare for an interview:

- Pay special attention to your personal appearance. Dress neatly and conservatively. If you are a boy, wear a suit or a jacket and slacks, a white shirt and a tie, and dark-coloured socks. If you are a girl, wear something tailored and neat, also use discretion in hair style and good taste in applying make-up.
- Be on time for your appointment.
- Wait to sit down until you are asked to.
- Be careful of your posture. Look alert. Do not lounge in your chair or slouch when you walk.
- Be courteous, attentive, and pleasant. Look at the interviewer, but do not stare at him.



- Speak distinctly and in a pleasant, low-pitched voice.
- Anticipate some questions that you may be asked, and have factual answers ready. Take a copy of your Personal Data Sheet with you, or have some notes handy.
- Know the requirements for the job you are applying for and something about the company.
- Show purposive behaviour by being able to tell why you have made certain plans and why this job will fit in with your plans. Show a willingness to do all that the job asks.
- Answer questions briefly but fully enough to be accurate.
- Be confident about your ability, but be scrupulously honest about the importance of the jobs you have held. Do not brag or exaggerate.
- Do not try to “steer” or prolong the conversation. Be alert for signs that the interview is over.

# RATING SHEET FOR INTERVIEW.

- During the interview you will be observed carefully to see whether you measure up to the standards of the company. The interviewer will be alert for evidences in your speech and actions of personality traits that he considers important. After you leave his office, he may check a rating sheet similar to the one that follows. Such a rating sheet is filled with your application.
- Study the personality traits listed on the rating sheet. How do you rate yourself? You can increase your confidence and self-assurance by working seriously towards the improvement of any personality traits that may be a liability to you in your work.

# RATING SHEET FOR INTERVIEW

• Name of Applicant..... Date.....

## • Personal Appearance

• Dressed in	Acceptably	Suitably	Very well
• poor taste; untidy	dressed	dressed	dressed

## • Poise

• Awkward, ill	Irresponsive,	Responsive,	At ease, excellent
• at ease	apathetic	well-controlled	self-control

## • Speech

• Unpleasant	Fairly good	Well-modulated	Agreeable voice;
• Speaking voice;	speaking voice;	voice; good vocab	expresses himself
•			well

- **Information**

- Poor command Adequately Well-informed Exceptionally

- Of facts well-informed Well-informed

- **Mental Alertness**

- Slow to Appears Attentive; Keen Perception

- Comprehend interested intersted and understanding

- Listener

- **Health**

- Low Vitality; Appears to Good health Exceptional health

- Appears to be be in fair and average and high vitality

- In poor health health vitality

- When you apply for a job personally or go for an interview, you may be asked to fill out a detailed application blank. You will be expected to fill out some forms **accurately, quickly and completely**. Therefore, you should take with you the proper information and the following:

- **A pencil and a pen. (use blue, blue-black, or black ink, never use red or green)**
- **Your birth certificate.**
- **Your identity card.**
- **A recent, small photograph.**
- **A correctly-filled Personal Data Sheet that includes the following:**
- List of references, their addresses, telephone numbers and occupations;
- Names and addresses of any former employers;
- Schools attended, certificates and diplomas received, and dates;
- Names and addresses of members of your immediate family.

Before beginning to fill out an application blank, please pay attention to the following matters:

- Read it through to be certain that you understand the question.
- Be sure to follow the direction exactly.
- Be self-reliant and do not ask unnecessary and annoying questions
- Read instructions carefully.
- Write legibly, adjusting the size of your writing to the space given.
- Do not abbreviate unless absolutely necessary.
- Give honest answers to all questions and check all dates and facts to see that you have given them accurately.
- Proofreading your work before handing it.

## *The questions*

- The group is likely to be limited to a fixed set of questions in a panel interview with fewer informal questions so it's important that you give detailed, well-structured answers. Make sure that you have brushed up on the following:



# *Common interview questions*

- Job interviews can be a daunting, scary experience but you can ditch the nerves by preparing answers to popular interview questions before you head out the door.
- 
- We take a look at the different types of interview question you can expect to get and offer you advice on how to go about giving answers that will get you the job.
- So, it's interview preparation time. Feeling a bit overwhelmed by everything you have to do? Don't panic! Take a breath and relax! We've broken it all down for you so it's easier to digest...
- Interview questions fall into four main categories:
  - Questions about you
  - Questions about your work experience and knowledge
  - Questions about why you want THIS job
  - Competency-based questions
- As long as you prepare for each TYPE of question, you should be fine if they throw in any surprise difficult interview questions! (And that DOES happen!).

## *Difficult interview questions*

- Lots of people go into interviews thinking that they can just ‘wing it’; after all, there are so many potential questions that an interviewer can ask it’s almost impossible to predict, right? Wrong! .
- Sure, some questions are always going to be a surprise but most questions, including difficult questions, can be prepared for. We tackle some toughies for you, here...

## *So, tell us about yourself*

- Often an interview opener – this is a question and trips most people up. It's mainly used as an ice breaker to get the conversation flowing but don't make the mistake of rambling. Instead, take your CV with you and pick out some career highlights. If this is your first job then explain how life experiences have made you suitable for the position. Do NOT spend more than 5 minutes talking!

## *Why do you want THIS job?*

- Hmm, a tricky one. You need to be honest but not TOO honest if the reason is your boss is a nightmare and you hate your colleagues. Instead, talk about the positives of the job ad – what made it jump out at you and think ‘yeah, I’d be good at that!’ This is your chance to explain!

## *What did you dislike about your last job?*

- Again, avoid negativity. Moan about past employers and you'll quickly be shown the door. Instead, talk about the frustrations of your last role that THIS job could fix and always ALWAYS start with a positive. E.g. 'I have really enjoyed my current job and I've learnt a lot and grown as a person. However, I disliked that there was no opportunity for promotion and I know that I'm ready to take the next step with my career.'

## *How do you respond to criticism?*

- Don't say: 'I do NOT like people criticizing me!'
- DO say: 'I welcome constructive criticism as it helps me to learn and get better at my job. Nobody is perfect but I always make sure that if I make a mistake, it's the first and last time'.

## *What are you most proud of in your working life?*

- This can be a puzzler! Go to the interview prepared with a few examples of your successes and, if possible, use examples to back it up. E.g. 'I worked really hard to set up a new filing system and won a prize for innovation at our Employee Awards. The new system had saved the admin team 10 hours a week in wasted resource.'

## *What are your weaknesses?*

- Yup, this one almost ALWAYS comes up! Don't ever give a negative – stropky, always late, violent are all no-nos! Also try to avoid the obvious 'I'm a perfectionist' as it's a common answer. Stand out from the crowd and expand on your answer, turning a negative into a positive e.g. 'I sometimes take mistakes too much to heart. However, I make sure I learn from them and never make the mistake again'.



## *How do you respond to stress and pressure?*

- An employer wants to know what you will actually be like in a busy place and how reliable and calm you will be when things go wrong. Give examples of times when you have met difficult deadlines or handled tricky people.

## *Why you?*

- This is often a closing question and gives you the chance to stand out... Talk about your experience and skills but also about YOU as a person – your attitude and interests and why you're uniquely suited to the job. Sell, sell, sell! If you're not confident in doing this then check out our guide to how to market yourself

## *Interview questions about you*

- What? These are usually the opening questions – but you can expect ‘you based’ questions to crop up throughout your interview, especially if it’s a first interview.
- Why? These questions are designed just to find out a bit more about you: your personality, your experience, your knowledge and, of course, your personality. After all, nobody wants to work with someone who they won’t get on with. It’s as important as your experience. You must market yourself!

## *Interview questions about your work experience and knowledge*

- What? This is where it gets a bit more involved as the interviewer tries to find out more about you. These usually form the bulk of any first job interview. Second job interviews are slightly different...
- Why? These are designed to dig a little deeper and find out if you have the skills needed to actually DO the job. Is your work experience a good fit? Do you have the right knowledge to fit right in or will they need to train you?

# How to market yourself

## *Selling yourself effectively*

- There's much more to the job seeking process than making sure your CV is as good as possible. So how can you ensure your job search is successful?
- We all know the things we're supposed to do to help us get a job: have a great CV, include the right buzzwords in our covering letters, use the right body language in interviews etc. But none of this is much use if it isn't under-pinned with the right mindset.

## *Promotion and marketing*

- Go into a job interview over-confident or under-confident and you're never going to cut the mustard in the eyes of your potential employer, no matter how good all your initial approach work has been.
- Preparing for job interviews (and even job searches) means learning how to properly market yourself to potential new employers. It's crucial you believe in your skills and abilities so you can effectively present yourself in the best light during the interview. So you need to approach selling yourself like any good marketer or sales person would approach selling their product.

## *Questions, questions*

- We've set out some basic questions you can ask yourself. This will help you understand how to effectively market yourself.

## *What are you trying to achieve?*

- Consider what it is you're actually trying to achieve. Obviously the final aim is to get a job, but how do you get there? Well, confidence is the key, but don't overdo it. Of course your product may not be perfect, but no product is. You need to learn to look past any weaknesses for now. To develop the right job interview mindset, focus on your strengths. Think about what makes you unique, in terms of your qualities and accomplishments.
- It may sound a little new-agey for some, but visualizing yourself in a role – whether it's a store manager or a chief financial officer – can really help you to focus on what you can bring to the position or contribute to the job. However small you start with this process, it's an essential part of building your confidence so you can move forward in your job search.



- Make sure you're realistic with this one though. Imagining yourself in a position is not about taking flights of fantasy, it's about helping you to focus on your personal merits and why you're the ideal candidate. You need to be able to close the deal, but you're never going to do that unless your objectives are built on solid foundations of realistic expectation.
- What are you trying to sell?
- This pretty much carries on from the above question, but takes things a bit further. Look at yourself honestly and ask why you want the job or the move that you're focusing on. This is a very useful question to ask yourself, as there's a very strong likelihood you'll be asked the same thing if you get as far as the interview.
- There are, of course, no right or wrong answers here, but you still need to be prepared. This will help focus your attention on projecting yourself in the right way, and when it comes down to it, being able to answer that question effectively.

## *Who's your audience?*

- You now know who you are and what you're trying to achieve, the next step is to understand the people you're actually talking to. We all know about tailoring our CVs, covering letters and interview answers to the recruiter in question, but to do this we need to really understand what they are looking for.
- This means doing your research. Obviously the job spec will hold a lot of these answers for you, but you can take this a step further by researching the company, putting yourself in their position and considering what they would want to hear.

- You need to present your skills and experience (and search objectives if you're applying to a recruiter) in the best possible light. These should be carefully thought out in advance and must be realistic. If you're applying for a job in an industry you have no experience in, you'll need to explain how your skills are transferable. If you're working with a recruiter you might consider asking their opinion as to the feasibility of your goals.

## *How can you be more proactive?*

- The great thing about this process is it can also be effectively applied to making your job searching much more proactive. If you know the job you want, the strengths you can bring to that position, as well as understanding the people you are talking to, you're perfectly placed to push yourself to companies before they even know they need you.
- To do this, target a few companies you feel could benefit from your skills and send out applications to them. As with any sort of cold call like this you need to follow your application up with a phone call. But be prepared, this can be a tough process, but it's incredibly rewarding if you're successful.
- To make the process as potentially rewarding as you can, keep an eye on the jobs market. Applying to a company that's actively recruiting – even if it is in different areas – is reducing the chances of you being flatly turned down.
- <https://www.totaljobs.com/careers-advice/cvs-and-applications/how-to-market-yourself>

- 3. Be consistent
- They have invited you back – this means they must like you, so don't go trying to be someone you're not. You can afford to be friendlier and a bit less formal the second time around; after all, building a rapport with your interviewer is a great way of ensuring you're remembered.
- Remember, the interviewers already know that you are able to do the job. The second interview is all about ensuring you are the best choice and that you will work well with the team. Be professional, market yourself and answer questions fully while allowing your unique personality to shine through.
- <https://www.totaljobs.com/careers-advice/interviews/difficult-interview-questions>