

# JOB APPLICATION

This chapter consists of:

1. Applying for a job in person.
2. Rating sheet for interview.
3. Writing Application letter.
4. Curriculum Vitae.
5. Job interview.

## 1. 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.

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

1. **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.

2. Be on time for your appointment.
3. Wait to sit down until you are asked to.
4. Be careful of your posture. Look alert. Do not lounge in your chair or slouch when you walk.
5. Be courteous, attentive, and pleasant. Look at the interviewer, but do not stare at him.
6. Speak distinctly and in a pleasant, low-pitched voice.
7. 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.
8. Know the requirements for the job you are applying for and something about the company.

9. 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.
10. Answer questions briefly but fully enough to be accurate.
11. Be confident about your ability, but be scrupulously honest about the importance of the jobs you have held. Do not brag or exaggerate.
12. Do not try to "steer" or prolong the conversation. Be alert for signs that the interview is over.

## 2. 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.....

### 1. Personal Appearance

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

### 2. Poise

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

### 3. Speech

Unpleasant Speaking voice;	Fairly good speaking voice;	Well-modulated voice; good vocab	Agreeable voice; expresses himself well
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#### 4. Information

Poor command Of facts	Adequetely well-informed	Well-informed	Exceptionally Well-informed
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#### 5. Mental Alertness

Slow to Comprehend	Appears interested	Attentive; intersted Listener	Keen Perception and understanding
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#### 6. Health

Low Vitality; Appears to be In poor health	Appears to be in fair health	Good health and average vitality	Exceptional health and high vitality
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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:

1. **A pencil and a pen.** (use blue, blue-black, or black ink, never use red or green)
2. **Your birth certificate.**
3. **Your identity card.**

4. A recent, small photograph.

5. A correctly-filled Personal Data Sheet that includes the following:

- a. List of references, their addresses, telephone numbers and occupations;
- b. Names and addresses of any former employers;
- c. Schools attended, certificates and diplomas received, and dates;
- d. Names and addresses of members of your immediate family.

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

1. Read it through to be certain that you understand the question.
2. Be sure to follow the direction exactly.
3. Be self-reliant and do not ask unnecessary and annoying questions
4. Read instructions carefully.
5. Write legibly, adjusting the size of your writing to the space given.

6. Do not abbreviate unless absolutely necessary.
7. Give honest answers to all questions and check all dates and facts to see that you have given them accurately.
8. Proofreading your work before handing it.

### 3. WRITING APPLICATION LETTER

An application letter, designed to get you the job you really want, is more difficult to write than most letters. Among the temptations to resist in composing the letter are:

1. To be too clever, in an attempt to make your letter stand out from the others;
2. To seem over-eager to secure the job.

All you actually have to do is to convince your prospective employer that you have **the experience, ability, character and personality** he is looking for. You will not be able to do this if you seem over-eager. You may however show your eagerness in full measure, once you know full details about the job such as, its responsibilities, prospects, conditions and the kind of people with whom you would be

working, for you may then feel that this is 'the job' above all others.

To appear too anxious, at the start, gives the impression that you are **desperate**, that you are **the kind of person for whom any job will do**, and probably that you are **discontented** too.

**The following should be remembered:**

1. To maintain your dignity from the start.
2. To indicate that you are keen to be granted an interview, backed up by a certain amount of information about your background, and expressed in a clear, grammatical way to give the right impression of your education and ability to express yourself.
3. To include in your letter atleast one convincing reason why you are applying for the position.
4. Not to state that you are out of work or unhappy where you are as the reason for your applying for the position.
5. That it is a good idea to attach to the letter a brief history about yourself, called a "**curriculum vitae**". It should begin with **your date and place of birth**. Then, give details of your **education, examinations passed during and after school, and details of all your previous employment**.



6. That your letter should be **type-written, only if your handwriting is bad**. Otherwise write it yourself so that as much as possible of your character is available to the reader.
7. Not to state the salary you expect or require, unless it is specifically asked for. You may however state what your present salary is, if it is likely to help your application.
8. Not to enclose original references with your letter. neither should copies of references be enclosed, unless asked for. Be prepared, however, to send them later or take them to the interview.
9. That the nature of your letter depends on the type of advertisement. If it is written formally, your style too should be formal. If it is written in the more contemporary colloquial style, a more relaxed style in your letter is likely to be appreciated by the company.
10. That you may write in greater detail and with more frankness in response to an advertisement which states the name of the company instead of just a **"box number"**.
11. That a company using a box number is withholding a vital piece of information. You too should therefore not hesitate to hold

back some information. You may, however, state that you will be glad to supply full details of yourself on hearing from the company

12. That your letter should be free from grammatical and spelling errors.

## *Example:*

**Suppose you have seen the following advertisement:**

**"ELECTROLUX, 20 Newton Street, 73298 Australia, have vacancies for three Sales Representatives. Apply in first instance by letter only, stating full particulars as to age, whether married or single, and stating briefly full particulars of past experience. Only those whose characters will bear the strictest investigation will receive final consideration. Address replies to the General Sales Manager, at above address.**

30, Davidson Avenue  
34256 Australia

14<sup>th</sup> May, 20...

The General Sales Manager,  
ELECTROLUX, Ltd  
20 Newton Street  
73296 Australia

Dear Sir,

I should like to be considered as an applicant for appointment as Sales Representative.

I am 28 years old and I am married. My health is perfect and, as the record I send herewith will show, my power of work is great. Since my leaving school when 18 years old, I have been in service of Mobil Australia Co. After several promotions I was in 19...., appointed as Sales Representative of this Company throughout South-eastern Australia.

The rapid and continuous increase in sale in this region, particularsof which, abstracted from my accounts you will find below, indicates my success in this capacity.

I am now seeking opportunities that my present employers cannot supply. Their note of application on my last year's returns will show how well I stand with them. A copy of this note I enclose.

I shall be happy to wait upon you at your convenience. Please do not, however, refer to my people before you have seen me.

Yours faithfully

Robert Anderson

*EXERCISE*

**Below you will find details from Fiona Scott's letter of application.**

**Look at the outline of the letter and indicate where the information below should go.**

- a. Although I am presently employed by a non-profit making organisation, it has always been my intention to work in a commercial environment. I would particularly welcome the chance to work for your company as I have long admired both quality of the products that it provides and its position as a defender of environmental causes. As you will notice on my enclosed CV, the job you are offering suits both my personal and professional interests.
- b. I would be pleased to discuss my curriculum vitae with you, more details at an interview. In the meantime, please do not hesitate to contact me if you require further information. I look forward to hearing from you.
- c. Dear Ms. Baudoin
- d. 8<sup>th</sup> January 2000
- e. I am writing to apply for the position which was advertised last month in The Independent.
- f. 52 Hanover Street

Edinburgh

EH2 SLM

UK

g. Nathalie Baudoin

Patagonia GmbH

Reitmorstrasse 50

8000 Munich 22

Germany

h. My work experience has familiarised me with many of the challenges involved in public relations today. I am sure that this, together with my understanding of the needs and expectations of sport and nature enthusiasts, would be extremely relevant to the position. Moreover, as my mother is German, I am fluent in this language and would definitely enjoy working in a German-speaking environment.

i. Fiona Scott

j. Yours sincerely

The right arrangement for those puzzled parts are:

1.

2.

- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Next, create an application letter above in a piece of sheet!

1. The application letter relates to the exercise above
2. Make your own application letter.

#### **4. CURRICULUM VITAE**

A Curriculum Vitae usually consists of some parts, such as:

- I. PERSONAL DETAILS**
- II. EDUCATION BACKGROUND**
- III. JOB EXPERIENCE**
- IV. SKILL**

V. HOBBY

VI. REFERENCE

Here is an example of making an appropriate Curriculum Vitae

**I. PERSONAL DETAILS**

Name :

Place and date of birth :

Sex :

Marital status :

Address :



Homephone number :

Mobile phone number :

Email

:

## II EDUCATION BACKGROUND

YEAR INSTITUTION LEVEL NAME OF INSTITUTION

(starts from (starts from the highest to lowest)  
newest to  
oldest)

2014 - PRESENT

## III JOB EXPERIENCE

YEAR NAME OF COMPANY POSITION

(starts from (starts from the highest to lowest)  
newest to  
oldest)

2014 - PRESENT

## IV SKILL

(put some skills relate to the job you are applying)

## V HOBBY

(put some hobbies relate to the job you are applying)

## VI REFERENCE

Tullis, G & Trappe, T. 2004. *New Insight into Business*. UK : Pearson Longman.

## 5. 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...

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...

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.

<https://www.totaljobs.com/careers-advice/interviews/what-is-a-job-interview>

## Interviews gone wrong

Everyone loves an amusing anecdote about someone else's faux pas, and the more excruciatingly embarrassing the better. We take a look at some real-life interview indiscretions. Just make sure you don't fall into the same traps...

...and yes, names have been changed to protect the (not-so) innocent

### **Toilet training**

Oversleeping for an early morning interview can result in the rather unfortunate situation one interviewee landed herself in. Desperate to make it there on time, Diane Saddler dressed quickly and fled her house, arriving just in time to be ushered in. On sitting down in front of the interviewers, she realized she was desperate for the toilet, but was too embarrassed to excuse herself. "After all," she says, "they would wonder why I hadn't gone beforehand."

"It was about 15 minutes in when I felt something warm in my underwear and realised I was wetting myself," she recalls. "I couldn't stop and when I looked down at the floor there was a massive puddle." Needless to say Saddler didn't get asked back for a second interview. Remembering to set her alarm clock would have saved her one of the most embarrassing days of her life.

### **No flies on me**

Of course, arriving with plenty of time for an interview is no guarantee that disaster won't strike either. When Peter Williams went to meet an interviewer in a hotel lobby bar, he was immaculately dressed and got there early.

However, his fatal mistake was going to the bathroom to freshen up, with pre-interview nerves meaning he also needed to relieve himself. "I had the interview," says Williams, "and everything went well. So I left the hotel and was getting into my car when I looked down. To my horror I noticed my fly had been right down for the entire time." So freshen up and use the toilet yes, but triple check you've zipped up.

### **The write stuff**

One thing to avoid in an interview is getting at cross purposes with the interviewer. Switch off for a few seconds, and you can totally miss the point of a question. That happened to Maddy Rogers and everything unraveled.

"The interviewer asked me how my writing was," she remembers. "It could have been the way he phrased it, or I might have lost my focus, because I answered: 'I think it's pretty good, but my husband always complains he can't read it even though I print everything.'"

The interviewer looked at Maddy as if she was crazy. And then clarified he was asking her about her command of English and her ability to write reports. "I got the chance to answer again, but it was too late," she says. "Didn't get the job."

The moral here is keep concentrating and think carefully about the question before answering. Would an interviewer really ask how your handwriting is?

### **Golden handshake**

Knowing it was rude to chew gum during a job interview, Jonathan Walters looked round for a bin, but couldn't find one. "I was too nervous to ask any of the employees for one, so I spit it into my hand just before the interview started."

During the interview, Walters completely forgot about the chewing gum and gave his interviewer a rather unpleasant surprise when saying goodbye and shaking hands.

Chewing gum should be avoided at interviews, but if it needs be disposed of beforehand and you can't find a bin, the left hand is the one to use.

### **Accidents will happen**

Bob Chapman was on his way to be interviewed for his dream job when disaster struck. He crashed his bike into a car, flew through the air and landed heavily on the road. He picked himself up and dashed off to the interview, arriving a little late, explaining what had happened.

His interviewers were really concerned, but Chapman assured them he was fine to do the interview. It was only afterwards when he visited the company's toilet that he realized he looked like he'd been beaten up, had a rip up the back of his suit and glass in his hair.

"I felt really embarrassed, but they actually saw it as commitment and I got the job!" he recalls. Even so, a quick phone call to rearrange the interview and a trip to casualty would probably have been more appropriate.

### **Sexy slip-up**

Nervousness can make a person stumble over their words, which never looks good in an interview. Sometimes it's also possible to say the wrong word, which can be extremely embarrassing if it's inappropriate.

Tina Woodford was asked why Hawaii was one of her favourite places. "I don't know what I was thinking," she says, "but I was really nervous and said it was because it's so erotic. Of course I meant exotic. I was mortified, and got even more nervous, so when the rather surprised interviewer asked what I'd said, I blurted out erotic again! At that point I knew it was all over."

This is a tough one, but the answer is to give an embarrassed laugh, apologise and correct the error – not repeat it like Woodford did!

### **Setting alarm bells ringing**

You can also get clumsy when you're nervous, so it pays to be extra careful on a company's premises. Gemma Stevens certainly wished she'd paid more attention at one of her interviews.

"I tripped up coming out of the lift where I was having the interview and hit the fire alarm, which set it off," she recalls. "The problem was there was no one around, so everyone thought there was a real fire. I was far too embarrassed to tell anyone it was my fault, thinking it would certainly jeopardise my chances of getting the job."

Stevens was ushered off the premises, returning later with her interviewers once it had been established it was a false alarm. She got the job and never revealed the truth to her employer.

### **A major headache**

Megan Drury was getting ready for an interview, when she cracked her head after bending down to pick up some hairspray. "I knew something was wrong," she says, "as I felt quite dazed, but didn't think it was serious enough to cancel the interview."

Drury got through the interview, but started to feel worse once she had left, so took a taxi to the hospital and found out she was suffering from mild concussion. "Unfortunately, I didn't realize that the injury can lower your inhibitions. The next day I received a phone call from the HR director saying I'd blown the interview, because I apparently swore throughout the entire interview."

Doing an interview when you're feeling ill is never a good idea, no matter how good the job is.

### **Interviewer down**

Of course, it's not just the interviewee who can embarrass themselves. "During one interview, the interviewer was leaning back on his chair, when it tipped over," recalls Diane Duthweiler. "I was mortified. What's more, it was clear he was stuck," she continued. "So I got up and put out my hand to pull him up, but couldn't budge him."

Duthweiler stepped outside to get help, where all the employees were laughing and asking what happened. Eventually her interviewer freed himself and continued the interview. "I was in a complete daze, figuring my chances of getting this internship were zero," she says. "But we finished the interview, and to his credit, a few days later he called and gave me the job."

### **Very early bird**

Thinking he was 20 minutes late for an interview, Dave Bradshaw who had been delayed in traffic on the way, rushed up to the receptionist, apologised profusely and asked if she could tell her boss he was there.

“I’d gone there very well prepared and was desperate to show them what I could do, but the receptionist just stared back at me blankly, seemingly very confused, and told me he wasn’t available,” he recalls.

That was because Bradshaw had arrived a day early for his interview – and sadly he didn’t get the job. Being too early is just as bad as being very late, so make sure you check your dates.

### **Two’s not company**

Taking a break for lunch during a day-long session of interviews, Karen Seeley ran into a former female work colleague she hadn’t seen in two years in the company canteen.

“We both exclaimed what a coincidence it was, and I said I didn’t know she worked there,” says Seeley. “She said that she didn’t, and was there for an interview. It soon became apparent we were going for the same role. Talk about awkward!”

So there are some embarrassing moments you simply can’t guard against no matter how hard you try...

<https://www.totaljobs.com/careers-advice/interviews/interviews-gone-wrong>

### **Body language dos and don’ts in interviews**

The expression “it’s not what you say, it’s what you do” is never more true than during job interviews. Your body language can have a significant impact on how you’re perceived, and so you have to be aware of it from the moment you step through the door. That’s right, you’re being judged even before you’ve uttered your first word.

Here are some handy hints to ensure your body language makes a good impression.

#### ***Do: Make eye contact***

This is the best way to show you’re actually paying attention and engaging with the situation. Of course this doesn’t mean stare blankly at your interviewer, but strive to hold eye contact for a few seconds at a time.

If you’re faced with more than one interviewer, be sure to make eye contact with all of them. Address the person who asked the question, then hold eye contact with the other interviewer for a few seconds, before returning your attention to the first interviewer.

#### ***Don’t: Slouch***

Sitting hunched forward, or lounging with arms and legs everywhere has the effect of looking a little too relaxed. You don't want to sit there tightly clutching your fists in your lap, but you also don't want to portray a casual, not really bothered attitude.

From the moment you arrive in the reception area, you need to keep your posture perfect. Always be aware of your body position and avoid angling yourself towards the door, it'll look like you're planning a quick escape! Sit up straight and lean forwards a little when you're asked question, it gives a sense of curiosity and engagement.

***Do: Use your hands***

Touching your fingertips together suggests authority but, as with all things, use it in moderation.

Keeping your palms facing up is a sign of openness and honesty, so keep them in your lap. Try not to clench your fists or wave your hands around to make a point, it will make you seem nervous and unpredictable. And please don't bite your nails. You'll look nervous and it's really distracting!

***Don't: Touch your face***

People who play with their hair or excessively touch or rub their noses can seem dishonest and untrustworthy. Also try to avoid rubbing your head or neck, it can give the impression of being bored or disinterested. Same goes for sitting with your arms crossed, it just makes you look defensive and unapproachable.

All your personal gestures should be open and expressive. Keep your shoulders relaxed and facing the interviewer to ensure they're always involved in what you're saying.

***Do: Smile***

Smile and nod where appropriate, and laugh when the interviewer does. You want to show you have a personality and you're paying attention to what's being said.

It goes without saying that you should listen attentively and try not to interrupt. Focus on keeping your tone of voice even and polite. Too soft and you'll seem timid, too loud and you'll seem domineering.

***Don't: Move about***

This includes tapping your fingertips in the arm rest or jiggling your leg up or down. It's a sign of boredom and impatience. Keep both feet planted firmly on the floor to avoid the temptation. It'll help to keep your posture straight and focussed on your interviewer, which in turn will make you seem more focused.

***Do: Mirror***



You can quickly get on good terms with your interviewer by matching their positive body language.

But do so sparingly and carefully, if you're too bold you're more likely to frighten the poor interviewer! Mirroring a nod or a subtle shift in posture can create common ground between two people, while matching a handshake is always a good equalizer. When it comes to handshakes, always remember to stick to the middle ground. Too firm is arrogance, too weak is a pushover.

Most importantly, be respectful and keep a professional personal distance at all times. The first image the interviewer has of you is most likely the one that will stick, but a graceful goodbye is just as important as a classy hello.

Your aim is to always keep the focus on the conversation, so keep your expression interested, your posture confident and your head high from the moment you arrive in the lobby until the second you're a safe distance away.

<https://www.totaljobs.com/careers-advice/interviews/body-language>

## **Panel interview**

The panel interview is similar to a typical one-on-one interview but there are two or more interviewers in the room.

They can feel very intimidating as it can be more difficult to build up a rapport with a group of people and they can be more formal in style. However, it's important that you relax and don't stress out at the situation. We show you how...

### ***Preparation is key***

Job interview preparation is always incredibly important... but for a panel interview it is absolutely essential. Take some time to find out the background of the people interviewing you - many companies will tell you the names of the interviewers beforehand. This will help you to think of them as just people like you.

Whether you can do background research or not, when the interviewers introduce themselves try to remember their individual names and respond to some of the questions by saying their name - this will help to create a bond. It's best to focus on the person actually making the decision (usually the boss), but make sure you communicate with everyone, making eye contact with each person during your answers.

### ***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?

## **Second interviews**

Congratulations! You rocked the first interview and have been offered a second. But hang on a minute, why do you have to have TWO job interviews?

Second interviews are becoming increasingly popular as lots of good applicants apply for fewer jobs. This is your chance to really shine as you know they like you AND you clearly have all the right experience needed...

### ***Presentations***

This is the most common request for second interviews: prepare a presentation. Now, unless you are in sales or you have an extrovert personality, presentations are enough to strike fear into the hearts of pretty-much anyone – especially when there's a job at stake.

You will usually be given a topic in advance and you'll need to prepare a professional presentation. Not sure how?

How to: job interview presentations

### ***Tips for success***

Whether you need to do another presentation or are facing a different type of interview then these tips will help you to make the right impression...

## **Interview presentation tips**

Interviews can be nerve-wracking enough, from making sure your body language doesn't put off the interviewer to rehearsing common questions, there's a lot of preparation to do.

If that wasn't scary enough, some employers now demand you do a presentation as part of the interview process. It's time to read some handy hints.

### ***Time to rehearse***

Rehearsals aren't just for thespians, dahling, it's vital that you do as much preparation as possible to conquer any nerves. If you have to do a presentation, you'll be given plenty of time to prepare in advance, and you must make the most of it. From writing notes and learning as much as you can by heart, to practicing the tone of your voice, there's plenty to think about.

Worried you might lose your words once you're in front of the interviewer(s)? Bribe a friend with a cup of tea and get them round to help you practise your presentation until you're completely confident.

### ***Appearance is everything***

Get your appearance right and the job could be yours. Get it wrong, and you're sitting on the rejection pile.

So find your smartest outfit, give your hair a brush and look your best. After all, you don't want a scruffy appearance or poor hygiene to leave more of an impact than your presentation.

### ***How to structure a presentation***

Structure is the most important thing to get right if you want to keep the interviewer's attention. But the good news is, it can be fairly simple to do. The key thing is not to waffle on. Write the presentation out, learn it and time it. Unless they tell you otherwise, a job interview presentation shouldn't last more than 10 minutes.

**Start with a basic opening** : Give a brief overview of what the presentation is about.

**Elaborate** : Follow it up with the main points of the topic you're talking about. Divide this into numbered points to give the presentation structure.

**End** : Finish off with a short summary and conclude concisely.

**Pronounce.** Your. Words. Properly

We know you're nervous and probably want to get the presentation over with as fast as possible, but resist the temptation to talk too fast. Take a deep breath and speak clearly. You don't want to be constantly interrupted by the panel asking what on earth you're saying.

### ***Be visual***

If someone did nothing but talk at you for an hour, chances are you'd soon start daydreaming out of sheer boredom, so keep the interviewer's attention by being as visual as possible.

### ***Why not try the following?***

Give out hand-outs of your presentation for them to read

Have open body language

Don't be afraid to gesture

Use a nifty PowerPoint presentation

Just make sure you don't dictate the same lines from your hand outs; remember, you aren't reading a script.

### ***Keeping eye contact***

Nobody likes being ignored and if this was a face-to-face interview you'd make sure your body language was perfect and that you maintained eye contact throughout to keep the interviewer's attention.

This doesn't change just because you're doing a presentation; in fact, it's more important in this scenario to keep shifting eye contact to make sure you keep everyone engaged with what you're saying...

<https://www.totaljobs.com/careers-advice/interviews/tips-for-interview-presentations>

### **Prepare for questions**

Just because you're doing a presentation, don't think that you've cleverly avoided the interviewer's questions. Chances are they'll ask about you AND your presentation so be prepared and make sure you know your presentation inside out and back to front.

1. Be prepared!

This is a must for any part of the interview process, but is even more important in a second interview. Follow the same steps as in your first interview (see interview preparation) and go over our common interview questions again, refreshing your answers.

The most important step to landing a job is being prepared for your interviews.

By doing some preparation you'll feel more in control, and will appear cool, calm and collected as a result to your prospective employers – qualities always looked for in the perfect candidate.

Here are some preparation tips to help you make a big impact...

### ***Review your application***

It can be hard to keep track when you're applying for various jobs, so make sure you print off a copy of the selection criteria and your application. It's a

rookie mistake to go into an interview unsure of what the actual job is or what you presented to the employer which got you the interview in the first place!

Re-read everything to make sure you're confident in what is expected of you. This is also a great place to start formulating any questions you might have regarding the role. Keep a copy of your resume in a nice folder and take it along on the day, it will make you look organised and prepared.

### ***Research the company***

At the very least, have a look at the company's website to familiarize yourself with their history and what they do. There will often be a mission statement which can help you get a sense of the company culture and the core values they may expect too. A quick google of the company's name is also handy, as you can find out about recent press coverage or noteworthy achievements.

Showing that you've taken the time to learn about the business is always a good way to impress your interviewers. Look into developments in the industry as well, as this will show that you are engaged and clued-in.

Give yourself enough time to really do this properly as you might find there's more to a company than you expected, and it helps to have at least a day to actually let all that information sink in.

### ***Plan your journey***

Sounds simple, but being late is one of the worst interview sins. Make sure you know where you're going, how to get there and then leave plenty of time to make the trip. Aim to get there at least five minutes early so you have time to gather your thoughts.

It doesn't hurt to have a back-up plan in case anything goes wrong, like unexpected breakdowns or station closures. Keep your phone fully charged so you can look up the directions on the go, or print off a map to be on the safe side.

### ***Practice your interview questions***

Preparing for all types of questions is the best way to prevent being caught off-guard on the day. The last thing you want is to start panicking while trying to come up with answers that present your skills in the best light.

Confidence is key with this one, so try practicing either by yourself (in the mirror is a good idea as you'll get a sense of your body language) or get a friend to quiz you.

See our interview questions and answers for some ideas, and be prepared for unusual requests designed to put you on the spot.

### ***Dress to impress***

While you shouldn't judge a book by its cover, most interviewers will judge you by your appearance.

If you're wearing a wrinkled shirt and scuffed shoes, while sporting an impressive case of bed hair, you can forget about being hired. It's important to look professional and feel confident. Wear something you're comfortable in as well, if you're distracted by shoes that pinch or a jacket that's a little too tight, you won't be able to focus on what's truly important – your answers.

Most importantly, don't leave your preparation to the last minute. If you're still trying to figure out directions to an office as you're supposed to be leaving, you'll be a nervous wreck by the time you get there and won't be able to give a clear, focused interview. You want to present the best version of yourself and by taking these simple steps, you'll be able to do just that.

This time around, you're more likely to be asked difficult interview questions so get ready!

<https://www.totaljobs.com/careers-advice/interviews/job-interview-preparation>

## 2. Research the interviewers

You will now have a better idea of the company from your first interview and should have been told who your second interview is with. Now get ready to do some Googling! Have a look on Linked In and learn what you can about your interviewer – it will really help you to know what to expect.

## **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>