

## **JOB INTERVIEW**

**A job interview:** is your chance to show an employer what he or she will get if you're hired. That is why it is essential to be well prepared for it.

### **1. There are five basic types of interviews:**

#### **a. The Screening Interview**

This is usually an interview with someone in human resources. It may take place in person or on the telephone. He or she will have a copy of your resume in hand and will try to verify the information on it. The human resources representative will want to find out if you meet the minimum qualifications for the job and, if you do, you will be passed on to the next step.

#### **b. The Selection Interview**

It is the step in the process which makes people the most anxious. The purpose is to determine if the candidate will be selected for the position he or she is interviewing for, thus the company is going to decide whether or not he or she would move to the next step in the hiring process.

A selection interview is typically more rigorous than a screening interview.

#### **c. The Group Interview**

In the group interview, several job candidates are interviewed at once. The interviewer or interviewers are trying to separate the leaders from the followers. The interviewer may also be trying to find out if you are a "team player." The type of personality the employer is looking for determines the outcome of this interview. There is nothing more to do than act naturally.

#### **d. The Panel Interview**

The candidate is interviewed by several people at once. It can be quite intimidating as questions are fired at you. You should try to remain calm and establish rapport with each member of the panel. Make eye contact with each member of the panel as you answer his or her question.

#### **e. The Stress Interview**

The interviewer may try to artificially introduce stress into the interview by asking questions so quickly that the candidate doesn't have time to answer each one. The interviewer may also ask weird questions, not to determine what the job candidate answers. But to see the way he manages to answer without getting stressed.

## **2. Methods of getting an ideal interview:**

### **a. Preparing for the Interview**

You should gather as much information about the employer as you can, this will allow you to appear informed and intelligent. You might also want to prepare for answering questions by listing some of your attributes. You want to seem somewhat spontaneous, but also appear self-confident. Hence, talk to former co-workers with whom you worked closely. Ask them to list some traits about you that they most admired - work related- of course.

The way to do that is to rehearse, not exactly what you will say, but how you will say it. A great method is to try out in front of a video camera. Study your posture, the way you make eye contact, and your body language.

### **b. Dressing for the Interview**

Appearance is very important since it is the first thing people notice about us; you should match your dress to the workplace in which you will be interviewed and probably take it up a notch. So, you should wear dress pants and dress shirts or skirts and blouses.

### **c. Establishing Rapport**

Since the interviewer's job is to make sure that not only your skills, but your personality as well fit the position. You must establish rapport with the person or the persons interviewing you; that begins the instant you walk in the door. Let the interviewer set the tone. Nothing is as awkward as offering your hand and having the gesture not returned by the other person. Therefore, you should wait for the interviewer to offer his or her hand first, but be ready to offer your hand immediately.

### **d. Body Language**

They say that body language gives more away about us than speech; Eye contact is very important but make sure it looks natural. A smiling, relaxed face is very inviting. Hands resting casually in your lap rather than arms folded across your chest is also more inviting.

### **e. Answering Questions**

When it comes down to it, isn't this the main point of the interview? Speak slowly and clearly, pause before you answer a question. Your answers will seem less rehearsed and it will give you a chance to collect your thoughts.

### **f. Asking Questions**

Usually toward the end of the interview, the person conducting will ask you whether you have any questions. You should have some. You should ask about what a typical day would entail; you could also ask what special projects you would be working on. As in every other aspect of the job search, you are trying to show the employer that you can meet the job requirements.

### 3.Examples of job interviews:

#### Example01:

- **Interviewer:** So, why do you want to be an administrator?
- **Jane:** Well, I don't like working in fast-food restaurants and I want to make more money.
- **Interviewer:** I see. Do you have any experience?
- **Jane:** No, but I am a fast learner.
- **Interviewer:** What kind of computer do you use?
- **Jane:** Computer? Let me see. I can use a Mac and canal PCs.
- **Interviewer:** Oh! That's good.
- **Jane:** May I ask you a question?
- **Interviewer:** Yes, please do.
- **Jane:** Do I have a chance to join your work team as a computer programmer?
- **Interviewer:** Umm ,err, ahh....perhaps.

#### Example02:

- **Interviewer:** Tell me about yourself.
- **Candidate:** I am David from USA; I've just graduated from the University of Auburn with a degree in Computers. During summers, I worked as a system administrator for my education. I have worked for Toyota, Mitsubishi and Honda dealerships as well. In my free time, I enjoy playing tennis and learning foreign languages.
- **Interviewer:** What type of position are you looking for?
- **Candidate:** I'm interested in a position in which I can use my experience. . . . 1
- **Interviewer:** Are you interested in a full-time or part-time position?
- **Candidate:** I am interested more in a full-time position. However, I would also consider a part-time one.
- **Interviewer:** Can you tell me a lot about your responsibilities at your last job?
- **Candidate:** I advised customers on financial matters. After I consulted the customer, I completed a Customer inquiry form and catalogued in our information data-based. I then worked with colleagues operate the best possible package for the client.
- **Interviewer:** What is your greatest strength?
- **Candidate:** I work well under pressure. When there is a dead line (a time by which the work must be finished) I can focus on the task at hand (current project) and structure my work schedule well.
- **Interviewer:** Can you tell me some more?
- **Candidate:** I am an excellent communicator; People trust me and come to me for advice. One afternoon, my colleague was involved with a troublesome (difficult) client who felt that he was not being served well. I gave the client a cup of coffee and invited both my colleague and him to my desk where we solved the problem together.
- **Interviewer:** What is your greatest weakness?

- **Candidate:** I work too hard and I become nervous when my co-workers are not pulling their weight (doing their job). However; I am aware of this problem and before I say anything to anyone, I ask myself why the colleague has difficulties.
- **Interviewer:** When can you begin?
- **Candidate:** As soon as you would like me to begin.

**Exercise:** Match the common interview questions on the left with the suitable responses from the list on the right.

1. Why did you choose this company?	A. People say I'm sociable, organized, and decisive.
2. What are your strengths/weaknesses?	B. My aim is to have a position in a management team.
3. How would your friends describe you?	C. I have excellent time management, but I can be impatient for results.
4. What is your ambition?	D. Because I think I will find the work environment both challenging and rewarding.
5. How well do you work in a team?	E. I always support my colleagues and believe we should work towards a common goal.
6. Where will you be in 5 years?	F. Leading an entrepreneurship company.

**Correction:**

1	2	3	4	5	6
D	C	A	b	e	F