

# Interviewing

# What's an Interview?

- For the interviewer:

It is the process of selecting the right person for the right job.

- For the interviewee:

It is the process of selling himself to win a job.

*This is all that the job interview is: a sales presentation.  
It is the only presentation where the product sells itself.  
That product is you.*

# Importance of Interviews

- Supply & Demand.
- It is much more difficult to get a job than to keep it.
- Preventing turnover cost.
- Legal issues.
- Competitive advantages.

# Interviewers' Fears

- Employee won't be able to do the job (Lack of Skills).
- Employee won't be self motivated.
- Employee will be frequently on sick leave.
- Employee will resign as soon as a better opportunity come up.
- Employee will take too long to learn the job and to become a profitable investment.
- Employee won't get along with his co-workers and management.

*In your answers, project the 'I'm a person of action attitude'*

# What does an Employer Expect from you?

- Solve his problems.
- Make his life easier.
- Speak his language (live with him and be a part of his team).
- Don't tell him what he can't do, tell him how to do what he wants to do.
- Take initiative.
- Innovate.
- Be honest and keep confidential things confidential.

# Typical Questions

~~Why did you choose our company?~~

- ~~– Better salary.~~
- ~~– More incentives.~~
- ~~– Career development.~~
- ~~– Better retirement program.~~
- ~~– Prestigious company.~~
- ~~– Etc.~~

Employers are looking for:

**GIVERS**

# How to Prepare for an Interview

- Research the company.
- Research the job.
- Prepare your customized answers based on the model answer.
- Practice your answer.
- Prepare your interview clothes.
- Visit the company location to assess travelling time.
- Arrange interview at the best time for you (avoid Monday and Friday).
- Send a good C.V.
- Send an introduction letter.

*As you expand your knowledge of the employer,  
The balance of power shifts in your favour*

# During Interview

- Be business like and professional.
- Don't talk too much.
- Listen carefully and watch for feedbacks (it's a valuable tool in framing your answer).
- Don't assume.
- Using strong positive reasons for explaining career changes.
- Be trustful and project honesty.
- Be smart (ask relevant questions).
- Maintain eye contact.
- Smile, be friendly, and relaxed (project optimism).
- Don't try to sell your self too strongly (job beggar).

# During Interview

- Never criticise your previous or present employer.
- Never make jokes.
- Never bring your friend, spouse and children.
- Never talk about personal life, business secrets, or internal affairs of other company.
- Sit straight.
- Never play with your keys, hair, tie, or pen.
- Smell good.
- Never answer a question if u don't understand it fully.
- Never ask for retirement programs.

# After Interview

- Politely thank the interviewer.
- Send a thank you letter.

# Standard Questions

- How did you know about our company? (commitment and research)
- Why you want to leave your current job? (loyalty)
- What are you weaknesses? (negative)
- Why do you believe you are a suitable candidate for this vacancy? (self evaluation)
- How can you contribute to our company?
- What is your expected salary? (self evaluation)
- Hobbies.
- Are you willing to continue your education? (not always positive)

# Conclusion

Don't despair if your first interviews turned out to be failures, keep trying.