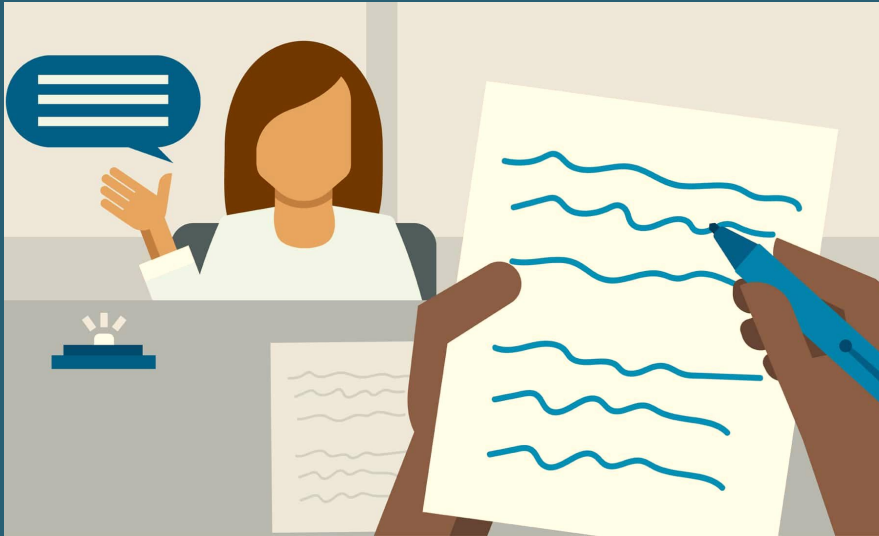


# INTERVIEWING

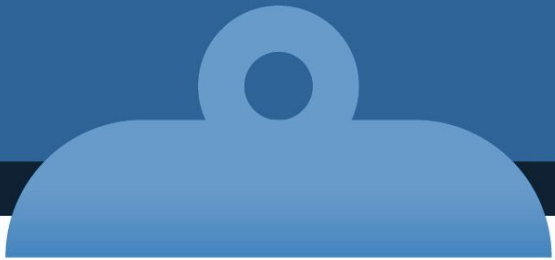


# Interview preparation

The interview process provide you a face to face opportunity to set yourself apart from competition

As a well prepared candidate, you can use the interview process to send the message that:

**“I’M THE BEST  
PERSON FOR THE  
JOB”**

- 
- ✓ Do your research first.
  - ✓ Dress for the occassion.
  - ✓ Practice makes perfect!
  - ✓ Be yourself.

# How to get a Job Interview?

# How to get a Job Interview?

Developing your personal **"Pitch"**

Use your **network**

Work hard, keep trying. **Never Give up!**

Contact many companies - use **social media** and **send emails**

Update your **Résumé**

Focus on your **skills**

# How to get a Job Interview?

Rewrite your  
Résumé that  
**stands out** from  
the competition

Create your **own**  
**brand** using  
social media

Don't apply to  
**irrelevant jobs**

Contact many  
companies - use  
**social media** and  
**send emails**

**Follow-up** once  
you've applied

Don't just rely on  
Job Boards but  
also **employee**  
**referral**

# What do Interviewers look for ?

Put yourself in the shoes of the interviewer

**I. What is your objective from a job interview?**

**II. What qualities do employers look for in potential employees?**

1. Loyalty
2. A good work ethic
3. Flexibility and adaptability to changing circumstances
4. Honesty
5. Willingness to learn new things
6. Cooperative behavior (being a team player)
7. Ability to cope with pressure
8. Initiative

1. To obtain more information about the applicant's knowledge, skills and abilities.
2. To acknowledge whether the candidate has suitable personality for the position.
3. To measure maturity and honesty of the candidate.
4. Assess level of motivation, drive, values, and attitudes.
5. Assess degree of applicant-job fit and applicant-company fit.
6. Sometimes, to provide a realistic perspective about the job to the job applicant.

# “To do” or “To avoid” during Interview

This will make you desperate

The interviewer may not like your jokes

ACTIONS	TO DO	TO AVOID
Be persistent in asking for a job		✗
Act interested	✗	
Be polite and pleasant	✗	
Show your sense of humor		✗
Make eye contact with the interviewer	✗	
Apologize for past misdeeds		✗
Give the interviewer a firm handshake	✗	
Arrive on time	✗	
Put your papers on the interviewer’s desk		✗
Stress your personal need for a job		✗
Interrupt the Interviewer		✗
Arrive one hour early to the interview.		✗
Bring a hard copy of your Résumé	✗	

# “To do” or “To avoid” during Interview

ACTIONS	TO DO	TO AVOID
Use the interviewer’s first name during the interview.		✗
Chew a gum		✗
Indicate that you are applying to other jobs		✗
Softly market yourself	✗	
Prepare your answers as the interviewer speaks		✗
Negotiate a salary towards the end of the interview.		✗
Accept a job offer on the spot		✗
Don’t look desperate for the job.	✗	

This will reduce your ability to listen

No harm in “selling” yourself)

No salary negotiation before you receive a firm job offer



# Interview Questions

Role Play



# Role Play - Interview

The applicant enters, smiles, and shakes the hand of the interviewer:

**Q: Hi Sami (Samia). I am Ramzi Kais (Lina Kais), head of recruitment. Thank you for coming. Did you bring a copy of your Résumé?**

**A: Oh yeah. It's in here somewhere (trying to locate it in his/her backpack) ... Oh...oops I think I left it at home, but here is a draft copy.**

**B: Yes of course, here it is.**

**A: Looks immature.**

**B: Well prepared, professional and serious.**

# Role Play - Interview

**Q: Tell me a little about yourself?**

**A:** Well, my life has been a little unconventional so far, or so my Mom says. I like spending time with my friends. I like to play chess and basketball. I love being around people especially in parties where I am usually the center of attention.

**B:** I just graduated from the Arab Public University. I was a few points away from graduating with honors. I used to work a part-time job as a cashier, and my boss there told me I was good with both numbers and people. I believe I gained some good experience there. I did a lot of volunteering during my study in various community groups and I always like to explore and learn new things.

**A:** Looks immature.

**B:** Well prepared, professional and serious.

# Role Play - Interview

**Q: What are your strengths?**

**A:** I can concentrate for long periods of time. I used to study my exams in university in six hour intervals. I did my best studying in the morning, so I am used to waking up early.

**B:** I am a good critic. I can spot a spelling mistake in the middle of a contract ten feet away. But sometimes people don't appreciate being corrected all the time, especially if you underline the mistake with permanent marker.

**This is an opportune moment to talk about specific behaviors not only attributes; for example don't only say I am dependable, but rather support such a claim by examples of specific behaviors that you have done in the past.**

# Role Play - Interview

**Q: What are your weaknesses?**

**A:** Back in the Arab University in my sophomore year, I wasn't able to set priorities very well. For example, my cashier job took a significant part out of my study schedule. That is the reason I wasn't an honors graduate. But I learned my lesson and now I can multitask without stressing out or undermining priorities.

**B:** I am not a big fan of calculations. Addition and subtraction? Sure, no problem. Long division? A little complicated. Algebra? I quit. Plus I don't appreciate when people yell at me for doing my job.

Although honesty is always necessary, the applicant need not disclose a weakness that could kill his/her chances of getting into the company. Rather it is advised that the applicant discloses a real weakness that is not very relevant to the job at hand. Bad answers include: "I cannot keep an appointment", "I cannot come early to work", or "I always tend to be aggressive".

# Role Play - Interview

**Q: How much do you expect to be paid?**

A: I expect to be paid reasonably well, in line with my background and the market, considering the reputation of your firm. This really all depends on the requirements of the job and your assessment of my qualifications and the skills that I bring with me.

B: As I told you, I need the money, just enough to afford getting my first car. But I won't get it from my former employer, I assure you (laughs)

*The employer here is using a tactic where he will get a commitment from you regarding salary without a commitment from the company that you are going to be hired.*

# Role Play - Interview

**Q: Why should we hire you?**

**A:** I'm a fun guy. I can spice up all the boring meetings. Plus, if this job doesn't involve selling old cars fit for the crusher, your customers are going to love me.

**B:** I have been told that I'm a dedicated worker. I'm energetic and a quick learner.

*This is a tough question. The answer should balance between the ability to project a confident self image on the one hand, and the risk of appearing too arrogant.*

# Top 5 Interview Mistakes

1. Failing to express oneself clearly.
2. Not being aware of one's body language.
3. Failing to control one's nerves.
4. Failing to give appropriate examples.
5. Trying too hard to please the interviewer.



# Interview Checklist

- ✓ I prepared a complete updated Résumé.
- ✓ I brought several hard copies of my Résumé to the interview.
- ✓ I practiced the handshake and the introduction.
- ✓ I greeted the interviewer by name.
- ✓ I planned for an appropriate outfit for the interview.
- ✓ I listened closely to the questions.
- ✓ I reviewed my answers to the most common questions with minimal response time and sufficient details.
- ✓ I maintained eye contact during the interview.

# Interview Checklist

- ✓ I displayed enthusiasm.
- ✓ I exhibited the right body language.
- ✓ I spoke clearly and at a reasonable volume.
- ✓ I avoided the use of phrases such as “um” & “you know”.
- ✓ I answered questions completely, yet briefly.
- ✓ I thanked the interviewer.

**THANK YOU**