

# ACING THE JOB INTERVIEW

## What is a Job Interview?

- It is an opportunity for the employer to have a first-hand contact with the prospective employee to determine the latter's suitability to the job being offered.
  - It is an opportunity for the applicant to create a very good impression about himself



## Guidelines: Preparation

- ✓ Research about the company
- ✓ Know the qualifications and job description of the position you are applying for
- ✓ Practice before a mirror before the interview.

## Guidelines: On Documents

- Have an extra resume ready.
- Place your documents in your briefcase or in a decent-looking envelope
- No neon-colored receptacles or with kiddie stickers. Carry it well and don't play with it while waiting for your turn.

## Guidelines: General Department

- Don't be punctual. You must arrive at least 30 minutes before the actual time of the interview. This will give you time to fix yourself and to gain composure
- Courteously greet the interviewer once you enter the room. Do not be loud with your greeting. Do not head for the vacant seat once you enter the interview room. Wait until you are instructed to sit down.
- Sit erect and be at ease. Do not slouch or lean back.
- Do not be timid. A soft, barely audible voice shows lack of self-confidence. You are expected to outgrow your shyness once you are out of college.
- Do not become too friendly or too familiar even if the interviewer appears very friendly.

## The Question and Answer



- Listen attentively to enable you to understand the questions and answer them accordingly and confidently.

- When you answer, see to it that you are organized in your presentation. You can take few seconds to organize your thoughts before you deliver your answer

### What questions to expect:

- **Straightforward questions.** A hiring manager is most apt to ask directly about the role and specific tasks that must be performed

- **TIP:** Wherever possible, draw parallels to the work that needs to be done, and what you have done in a previous or current

job. Explain how the job you're interviewing for calls for the skills and experiences you possess.

- **Behavioral questions.** These question forces you to speak about an experience, its purpose is to get a sense of your personality, how you think, your values, and your ability to navigate difficult situations. Moreover, interviewers will draw inferences about you based on apparent comfort level in dealing with the question.
  - **TIP:** It is impossible to [predict specific behavioral questions](#) in advance, but you should be prepared with stories that demonstrate how you dealt with conflicting values, disappointment, the failures of others, or situations when you have demonstrated leadership, team spirit, and gone "above and beyond" for the sake of your employer.

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- **Situational questions.** These questions are similar to behavioral questions, however they compel you to speak about how you would deal with a particular issue in the future. These questions might begin with, "How would you respond to [insert a particular situation or problem]?"



- **TIP:** You might want to treat these hypothetical questions with an actual example of when something similar occurred. Tell about it, how you stepped up to the plate, or made a contribution. You might bring to bear your specific skills and tell how you would employ them to turn this challenge into an accomplishment.
- **Brainteasers or skill tests.** Some super-competitive companies like Google or Facebook are renown for putting candidates through [elaborate tests](#) involving use of sophisticated coding or logical reasoning. Other companies will bruise less, but might still put you through your paces to test the actual level of your skills.
  - **TIP:** Do the best you can, and remember sometimes you do in fact need to measure up to a specifically defined standard. In other instances, what is really being tested is the level of creativity, speed, or something else about the way in which you go about solving the problem rather than the solution itself.

## The Top Ten Interview Questions



### 1. Tell me something about yourself

Talk about what you have done to prepare yourself to be the very best candidate for the position. Give an example of your background and experience

### 2. Why should I hire you?

Don't be afraid to say that you are the best person for the job. But then back it up with what specifically differentiates you

### 3. What is your long-range objective?

The key is to focus on your achievable objectives/plans . Cite what you are doing to achieve it

### 4. How has your education prepared you for your career

You need to focus on the behavioral examples in your educational background which specifically aligned to the required competencies for the career.

### 5. Are you a team player?

Best answer is yes but again you have to provide examples to back up your answer. Focus on your openness to diversity of backgrounds. Talk about the strength of the team above the individual

6. Have you ever had a conflict with a boss or a professor? How was it resolved?

If you say no, most interviewers will dig deeper to find a conflict. The key is how you behaviorally reacted to conflict and what you did to resolve it

7. What is your greatest weakness?

You should select a weakness that you have been actively working to overcome.

Talk about a true weakness and show what you are doing to overcome

8. Would you rather work for money or job satisfaction?

It's not a very fair question is it? We'd all love to get paid a Trump-like salary doing a job we love but that's rare indeed.

It's fine to say money is important, but remember that **NOTHING** is more important to you than the job. Otherwise, you're just someone looking for a bigger paycheck.

9. What qualities do you feel a successful manager should have?

Focus on two words: leadership and vision

You can give an example of someone who has touched your life and how their impact has helped in your personal development

10. What motivates you to do a good job?

The answer to this one is not money, even if it is.

You should be motivated by life's noble pursuits. You want recognition for a job well done. You want to become better at your job. You want to help others or be a leader in your field.

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