

Prepare your Interview

** In this form you can find all to make a successful job interview. Type of question, sample of question, interview tips and many more for you. We know it's difficult to do an interview with success.

What is the purpose of an Interview?

** Goal of Candidate:

- ✓ Gather information on position and employer
- ✓ Evaluate position, job-setting, co-worker.
- ✓ Determine if position is suitable- "Do I want to work here?"
- ✓ Communicate information about yourself – convince employer that you are qualified for the position.

** Goal of Interviewer:

- ✓ Promote the company
- ✓ Attract the best candidate, gather information, and assess candidates' qualifications
- ✓ Determine if the candidate suits the position.

RESEARCH: The position and...

- ✓ Make sure you understand the details, requirements and responsibilities of the job you are applying for. **This information can be found by recruiting information or company web site.**
- ✓ Be able to relate your skills and qualification to the stated job responsibilities.

....The company information

- ✓ How long has it existed? What is its vision?
- ✓ What is the standard? What is its awards?
- ✓ Size? Location?

** Prepare and practice:

Develop specific examples that highlight your skills.

Make sure that you can answer each question honestly and sincerely without sounding like you prepared them. *But remember, this is not an exhaustive list of possible interview questions, but rather some general samples to help you begin thinking about what may be asked during an interview.*

Do not try to avoid difficult questions (Can you explain why did you change your job three time?...Explain your average point...). *Explain the situation honestly and in a positive manner.* Don't turn a weakness into strength, i.e., "Yes, this skill is low, but this is because I worked fifty hours a week to put myself through this."

Prepare questions for your interviewer: What training will I receive?...The end of the interview is usually reserved for your questions. Do not just ask generic questions and do not ask question that could easily be found in company website. Ask questions that will help you determine if you are a good match for the position and company. Asking questions indicates to the employer that your job search has been well thought out. Your interest in the organization resulted in thorough research and preparation;

- What would I be expected to accomplish in the first six months on the job? In the first year?
- Identify a typical career path in your organization for someone with my qualifications
- How is an employee evaluated and promoted?
- Tell me about your initial, as well as future training programs.
- What are the challenging facets of this job?
- Describe the work environment.
- Who are your clients?
- What kinds of computers and programs do you use?
- How would you describe your company's personality and management style?
- What qualities are you looking for in your new employees?

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- Is this a new position or a replacement? What happened to the person who held it previously?
- What is the next step in this process for this position?
- **Do not ask about salary and benefits.**
- Who directly supervises this position? What is his or her background? What's he or she like?
- Can I provide you with any other information to help you in the decision making process?
- Will I have a written employment agreement?
- How many other candidates are you considering for this position?
- How soon can I expect to hear from you?

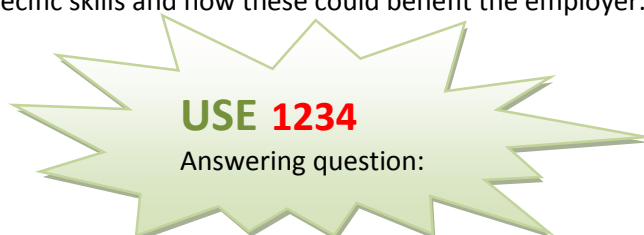
* ** Helpful hints

- Try to relax as much as possible. The company has taken the time to interview you and they need to fill the position so it is in their interests too that it is successful.
- Try not to monopolise the meeting - let your interviewer talk.
- Do not be too passive - ask questions of your own as this shows you are really interested.
- Be honest about your experience. Lies will always be found out.
- Avoid too much self opinion.
- Never smoke.
- Keep your replies simple, but avoid just saying 'yes' or 'no'.
- Offer positive information - do not harp on problems or criticise previous employers.
- Make sure the employer knows the benefits of employing you.
- Dress properly for the interview: Business suits. Clean, polished shoes. Clean and well-groomed hairstyle, clean, trimmed fingernails. Minimal perfume. No gum, candy or cigarettes.

* ** Types of questions:

Don't be afraid to ask to have the question repeated if you can't recall the full question. Prepare examples of how your experiences have allowed you to develop specific skills and how these could benefit the employer.

- 1 – Situation: Describe the situation
- 2 – Task or problem: What issue did you face
- 3 – Action: What action did you take
- 4 – What was the result of your action



Open questions - " Tell us a little about....."	Keep in mind the selection criteria and your strengths.
Closed questions - Asked when the interviewer wants specific information, often factual or technical in nature, these questions can frequently be answered with a "yes" or "no"	Ask for clarification and elaboration of past experiences. Require you to demonstrate your technical knowledge in some area
Hypothetical questions -What would you do if...	These will assess your ability to think on your feet.
Leading questions - The answer seems logical...	You will require good communication skills - do you have good skills in this area? Do not give a yes/no answer. Give examples to support your response.
Multi-barrelled - two or more questions linked to the same topic	Don't be afraid to ask to have the question repeated if you can't recall the full question.
Behavioural questions - uses your past experiences to predict future behaviours	Prepare examples of how your experiences have allowed you to develop specific skills and how these could benefit the employer. USE 1234

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Why did you apply for this position?

Tip: How do you think that you might fit into this company

•Would you tell us what attracts you to a career with us? How do you see your, skills, experience and personal qualities contributing to the work of the organisation?

Tip: How do you think that you might fit into this company

•Describe a time when you had to deal with conflicting demands. How did you deal with this situation and what was the outcome?

Tip: USE 1234

•How do you establish a working relationship with new people?

Tip: Team skills

•Where do you expect to be in 5 years time? What will you do if you are not successful in gaining this position?

Tip: Demonstrate to the interviewer that you have thought about what it is you want from work and what you hope to achieve. Let them know you are flexible however, and willing to explore new opportunities.

■ What particular skills and qualities do you bring to the workforce? What other skills would you like to develop in the future?

Tip: Strengths and weaknesses

•Tell me about a challenging situation you have faced. What was the situation and how did you cope with it?

Tip: USE 1234

•Is there an achievement of which you are particularly proud? What is it? Why is it significant?

Tip: USE 1234

•What are the key elements of measuring performance and how can you establish whether an outcome represents a success

Tip Answer this in terms of your own work or study experience.

•You have demonstrated in your CV that you have knowledge in luxury/traditional.... Could you please expand on your experience and tell us what you think your strengths are in this field.

Tip Keep in mind the selection criteria and your strength

•What computer programs are you familiar with, and more specifically, what programs would you use to write a report

Tip: give examples of where you have applied the use of these programs.