

# OH! MY INTERVIEW

*- Interview Strategies*

# COURSE INTRODUCTION

## 🎯 Description

The most essential part of the job-search process, of course, is the interview. Going through the interview process can be one of the best learning experience of one's life. Landing in a good interview is the key to achieve the job of your dreams. This module is designed to educate the students on the know-how of a great interview. The module is filled with information from the pre-interview until the after interview processes.

## 🎯 Goal

This module aims to give a preview of what actually happens in an interview. It intends to prepare the students on what to do before and after an interview and to develop them to acquire some interview skills that would surely win a job. At the end of the course, the student is expected to be knowledgeable and skillful in handling an interview process.



# The Pre-Interview

Preparing for an interview starts before you even know you have an interview.

Here are some of the things you must prepare to get started:

## 1. Know yourself

You should know your skills and abilities that make you competent for the job.

## 2. Get your paperwork in order

You need to assemble your job application paperwork carefully and put it in order.

## 3. Have some practice

Review attached list of questions most asked during an interview and answer them loudly.

## 4. Make a check list

Confirm date, time and place of interview.

## 5. Research the job

Read articles written by people who are in the field.

## 6. Investigate on the organization

It is easier to convince an employer that you would be of benefit to the organization if you are knowledgeable about it.



# Types of Interviews



## Telephone

From the moment you apply a position, expect for a telephone interview. The company will ask you some questions to assess your qualifications.

## Group

The company will interview several candidates at the same time. You must make a way on how to stand out from the group without disregarding your potential as a team player.

## Panel

It's the opposite of the group interview. You will be interviewed by 2-10 people simultaneously. Keep an eye contact with all the panel members.

## One-on-one

It's the traditional format of interview. Be sensitive enough to know the interviewer's character.

## On-campus

You have a limited time with the interviewer, so you must use all the time to your advantage.

## On-site

This is an interview in the employer's place of business. Make a good impression to all people that you met since you don't know their position in the company.

# Dress to Impress

## Men's Interview Attire

- Suit (solid color - navy or dark grey)
- Long sleeve shirt (white or coordinated with the suit)
- Belt
- Tie
- Dark socks, conservative leather shoes
- Little or no jewelry
- Neat, professional hairstyle
- Limit the aftershave
- Neatly trimmed nails
- Portfolio or briefcase



## Women's Interview Attire

- Suit (navy, black or dark grey)
- The suit skirt should be long enough so you can comfortably
- Coordinated blouse
- Conservative shoes
- Limited jewelry (no dangling earrings or arms full of bracelets)
- No jewelry is better than cheap jewelry
- Professional hairstyle
- Neutral pantyhose
- Light make-up and perfume
- Neatly manicured clean nails
- Portfolio or briefcase



The first impression you make on a potential employer is the most important one.

# Types of Questions

## How to deal with them?

**S**ituation

**T**ask

**A**ction

**R**esult

### Open questions – “Tell us something about.....”

Keep in mind the selection criteria and your strengths.

### Closed questions – “Yes or No”

It will require you to demonstrate your technical knowledge in some area.

### Hypothetical questions – “What would you do if...?”

You should exercise your imagination and ability to think beyond the present.

### Leading questions – “The answer seems logical that...”

Don't just give yes/no answer. Give examples to support your response.

### Multi-barrelled questions – “As a follow up to the previous question..”

Make sure to make a correlation between your answers in the questions asked.

### Behavioral Questions – “How did your experience mold you...?”

Prepare examples of how your experiences have allowed you to develop specific skills and how these could benefit the employer.



# General Questions

Tell me a little about yourself.

This is the most often asked question in interviews. Prepare to talk about things you have done and jobs you have held that relate to the position you are applying for. Talking about personal information is also necessary but be careful not to sound scripted.

## Sample Answer

I'm Steve Anderson. I worked as a Marketing Manager in a prestigious company. I had worked there for five years and had accumulated special skills in the field. One of my strengths is my attention to details. I pride myself on my reputation for following through and meeting deadlines. When I commit to doing something, I make sure it gets done and on time. In addition to, I am a self-starter, dedicated, hard-working person who works well with others, punctual, a team player and has great organizational and interpersonal skills. What I am looking for now is a company that values customer relations, where I can join a strong team and have a positive impact on customer retention and sales. Is there anything else you want to know?





# General Questions

## Do you consider yourself successful?

You should always answer yes and briefly explain why. A good Explanation is that you have set goals, and you have met some and are on track to achieve the others.

### Sample Answer

**Yes, I believe that I'm successful in the field that I chose. So far, I have acquired ample experiences and have achieved some of my target goals. That doesn't mean that I haven't had my fair share of struggles or mistakes. What mattered was I was able to retain the skills and life experiences to overcome any distractions and to accomplish my set goals. I'm a goal-oriented person and I have reached certain goals while still pursuing others.**







# Job Specific Questions

## Will you fit in?

The interviewer wants to determine if you will be a good team player, someone who will be absorbed into the organization without causing any disruption to the existing team dynamics.

Do you prefer to work alone or in a group?

### Sample Answer

I feel most productive when I work with a group. I can listen to everybody's point of view and generate ideas from their own perception. I'd be able to share my thoughts on the matter as well. Moreover, I want my work to be constructively criticized. In that way, I can always bring out the best in everything that I do.

# Job Specific Questions

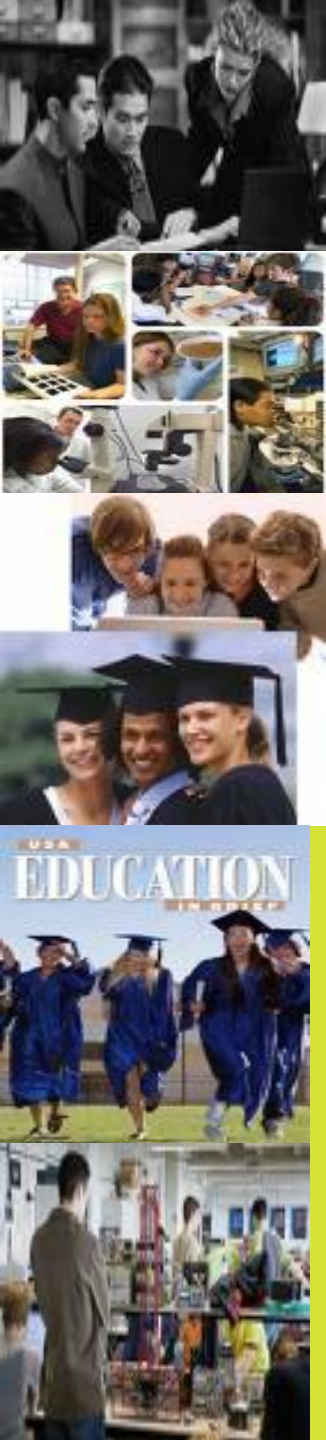
Can you do the job?

Do you have the knowledge sets, skill sets and personal attributes to allow you to do the job?

What parts of your education do you see as relevant to this position?

## Sample Answer

I graduated with a degree in Management. I had attended managerial, decision making, and manpower administration training programs. The strategies I've learned would be a great contribution to the company's delivery of service.



# Behavioral Questions

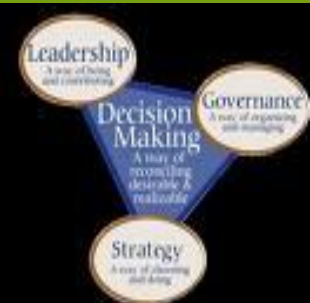
## Stress Management

How do you manage stress in your daily work?

### Sample Answer

**I usually get a massage every weekend to relieve myself from stress that I encounter everyday.**

**I play the piano when I arrive at home. It helps me to relax and release tension that I have acquired during the day.**





# Behavioral Questions

## Objectivity

Tell about a situation in which it was difficult for you to remain objective?

### Sample Answer

**Part of my previous job was to prepare some evaluation reports on other employees' efficiency rating. When I prepared the reports on people I hardly knew, there was no problem. But whenever I would make reports on whom I know very well, the difficulty in being objective arise.**



# Behavioral Questions





## Pressure

How do you handle pressure?



### Sample Answer

**We live in a stressful society, you have to expect to work under pressure to some extent. Prioritizing my responsibilities and having an organized schedule so I have a clear plan of what needs to be done first. This helped me effectively manage pressure on the job.**





# Personality Questions

Describe your personality aside from your professional image?

## Sample Answer

I'm a cheerful person. I would like to look at the bright side of everything. I consider myself as an optimist and dynamic. I try to make the best of any situations and in doing so I become satisfied and contented with what I have. I always feel that there's more to life so I make sure that I get the most out of my time.




# Personality Questions


Describe how you improve your weaknesses?



## Sample Answer



**I used to befriend everyone in my workplace. I didn't know that this will have a big effect with my relationship with my co-workers. I had difficulties calling their attention in case of their failing work performance. Then, I realize that I have to separate my personal life to be able to be professional with my work. Everyone in the company should know their responsibilities. I can still have a good relationship with my colleagues though I impose authority.**



# New Graduate Questions

Which college class did you like best? Why?

## Sample Answer

English has always been my favorite subject since elementary school. I found it even more interesting during my college days. That's the main reason I took an English Education course. I love learning the global language.





# New Graduate Questions

Tell me about your education.

## Sample Answer

I started primary school in California when I was 5. At age 11, I went on to secondary school, still in California. I entered the University at 17. I majored in Management and minored in Economics. I graduated from Princeton in 1997. The following year, I enrolled for my Master's Degree in Business Administration at Harvard. I am currently working on my thesis for my Ph.D.





## Change Makers

**newstalk.**  
Different Nation - Different Station



# Managerial Positions Questions

## Leadership/Management

How would you define leadership?

### Sample Answer

I would define leadership as an art of motivating a group of people to act as one in achieving a common goal. A good leader has the ability to make the right decision at the right time. Good leaders are made not born. If you have the desire and willpower, you can become an effective leader. Good leaders develop through a never ending process of self-study, education, training, and experience.



# Managerial Positions Questions

## Success Meter

How do you measure the success of your work?

### Sample Answer

**I'd like to make sure that my work output is something that I can be proud of, and then I could say that I have indeed performed well. I give my best in what I do and if my work output is very satisfactory, then it would definitely show the effort and dedication that I had exerted in doing my job.**

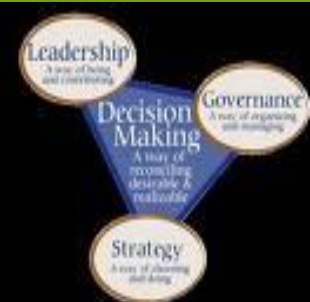
# Decision Making Questions

What steps do you follow to study a problem before making a decision?

## Sample Answer

**Whenever I'm confronted with any situations which require decision making, whether it's work-related or personal, I usually need a deep thinking to analyze it. I should always be careful with my decision and ask for a second opinion at times. Spending time in a serene place is a good option.**

Candidate should show that they have patience and the good judgment to identify problems first, then prioritize, and plan well in solving problems.



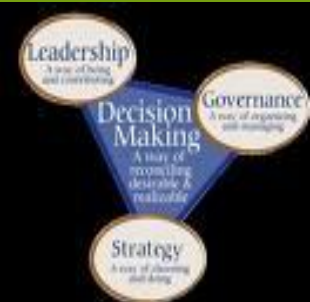
# Decision Making Questions

Have you ever had a hard time submitting to your superior's decision? What decision did you make in the end?

## Sample Answer

I've found that when conflict occurs, it's because of a failure to see both sides of the situation. Therefore, I ask the other person to give me their perspective and at the same time ask them to allow me to fully explain my perspective. At that point, I would work with the person to find out if a compromise could be reached. If not, I would submit to their decision because they are my superior. In the end, I had to be willing to submit myself to the directives of my superior, whether I am in full agreement or not.

Candidate's answer should show that they know how to take responsibility, that they can make a decision to meet the needs of clients, and that they can make innovative decisions.



# Past Job Experience Questions

How would you describe your working relationship with your former employer?

## Sample Answer

We had a good working relationship. We were able to work together very well because we were comfortable with each other. This contributed to adequate results of our tasks outcome. Yet, we act professionally to each other. Our relationship was built on respect and a strict adherence to company police. We're still in good terms up until now.



# Past Job Experience Questions



You've stayed with the same organization for years. Why have you decided to leave?

## Sample Answer

**In my last position, I realized that I was limited in my growth potential. I also believe that one should never be contented of oneself because there is always room for improvement. I'm looking forward for that type of growth opportunities you've mentioned here.**



# Management Questions




## Working Environment


Describe the work environment or culture and its management style in which you have experienced the most success.



### Sample Answer



**Being in a team that is supportive of each other would make me most effective. I am a team player and I work together with my team to attain a common goal. The success of one is the success of all. Moreover, an administration which is employee-oriented would contribute a lot to the success of the job.**





# Management Questions

Tell me about a time when you used time management skills.

## Sample Answer

I was a working scholar in the university where I got my degree. For four year I was able to practice good time management skills. I rendered 6 hours duty in one of the largest department of the university. I scheduled my classes after my work. This was not easy but I was able to make it possible because I tried to keep myself and my life organized.



# Critical Thinking Questions

How many jellybeans will fit in a 747?

## Sample Answer

Does the plane have seats in it? As that would affect how many I could fit in. Also when do I need this information and what will we use it for? What size jellybean? Can I grind them up or melt them to get more in? Do we want to get more in? Does it have to take off and land? Can I fill up the fuel tanks?



They are not necessarily looking for the “right” answer but rather they want to see common sense, creativity and problem solving skills.



# Critical Thinking Questions

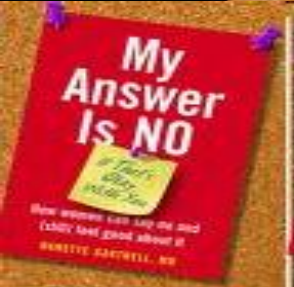
Why is a man-hole cover round?

## Sample Answer

**Because it is covering a round hole and that is the most effective use of materials. Also because a round cover cannot fall into the round hole it is covering.**

They are not necessarily looking for the “right” answer but rather they want to see common sense, creativity and problem solving skills.





# Not knowing the Answer

## How to say, “I don’t know.”

1. **“I’m not sure that I understand the question. Would you mind restating it?”**

It’s one way of asking for clarifications.

2. **“No, I don’t. What part does it play in the major scheme of things here?”**

This response tells your interviewer that although you don’t have the specific information she wants, you are nonetheless curious about the big picture.



Don’t let yourself get stuck. Stay poised and alert and wait for the next question.

# Do's of an Interview

1. Dress to make a good first impression
2. Know the exact time and location of your interview
3. Arrive 10-15 minutes prior to the interview start time
4. Greet the interviewer with a firm handshake and maintain eye contact
5. Address the interviewer by their title (unless otherwise instructed)
6. Sit still and upright in your seat throughout the interview
7. Prepare questions to ask the interviewer
8. Ask when you should expect to hear from the company next
9. Thank the interviewer for their time
10. Follow-up the interview with a thank-you letter

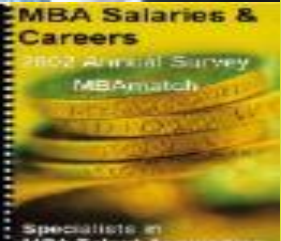


# Don'ts of an Interview

1. Don't show up late.
2. Don't be caught unprepared to describe your experiences.
3. Don't answer questions with only a "yes" or "no".
4. Don't fidget.
5. Don't speak too quickly.
6. Don't avoid eye contact.
7. Don't forget to gather information about the company.
8. Don't lie.
9. Don't ignore any questions being asked.
10. Don't reveal too much.



# Salary Negotiation



1. Be positive in answering the question without mentioning a specific amount.
2. Know your preferred salary requirements as well as what you hope to make.
3. Be ready to provide a response to a request for previous salaries in an interview. Make sure not to mention any specific amounts if possible. Prepare a list which includes the name of each company, your position, your compensation and a brief explanation of your position.
4. Research salaries in your field.
5. Be Flexible. You have to figure out how much you are willing to compromise and how to arrive in an acceptable offer.

1. Never include your salary history in your resume. The job that you did is more important than how much you were paid.
2. Never lie about your previous pay rate.
3. Never talk about the reasons why you need to earn that amount of money.



# My Questions



1. What do you think are the three key skills/strengths vital to this position?
2. How is an employee evaluated and promoted?
3. How is an employee evaluated and promoted?
4. What are some of the department's ongoing and anticipated special projects?
5. Will there be a probation period for this position? How long?
6. Will you encourage further education?
7. How soon can I expect to hear from you?