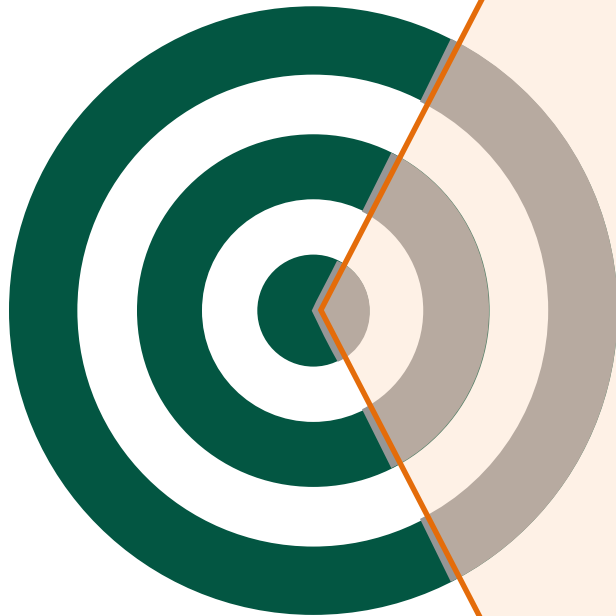


# Interview Preparation

IMARTICUS  
LEARNING





## In this session, you will learn about:

- The Interview Process
- The CV
- Dressing for an Interview
- The First Impression
- Taming Nervousness
- Body Language

# What is an Interview?



**A meeting between an employer and a potential employee.**





## INTERVIEWER

The employer's objective is to find the best person for the job.

An interviewer reviews a candidate's experience and abilities.

- Can you do the job? (skills, abilities, qualifications)
- Will you do the job? (interest, attitude & motivation)
- How will you fit into the organisation? (personality)



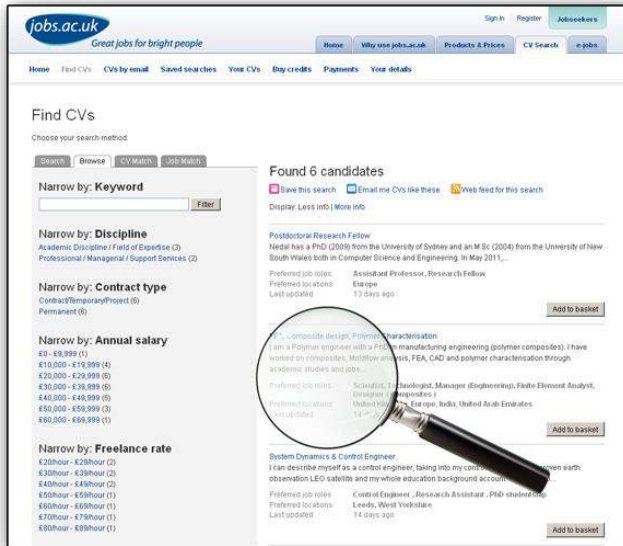
## INTERVIEWEE (YOU)

The interviewee's objective is to impress the employer and assess the position on offer.

- What does this position offer me?
- How does it fit with my career plans?

# The Interview Process

## Your CV got shortlisted. Now what?



### THE GOOD NEWS

An invitation for an interview shows that, on paper, you are the right person required by the organisation for the vacant position.

### THE BAD NEWS

80% CV's get rejected.  
Only 20% get the Interview call for a particular profile.



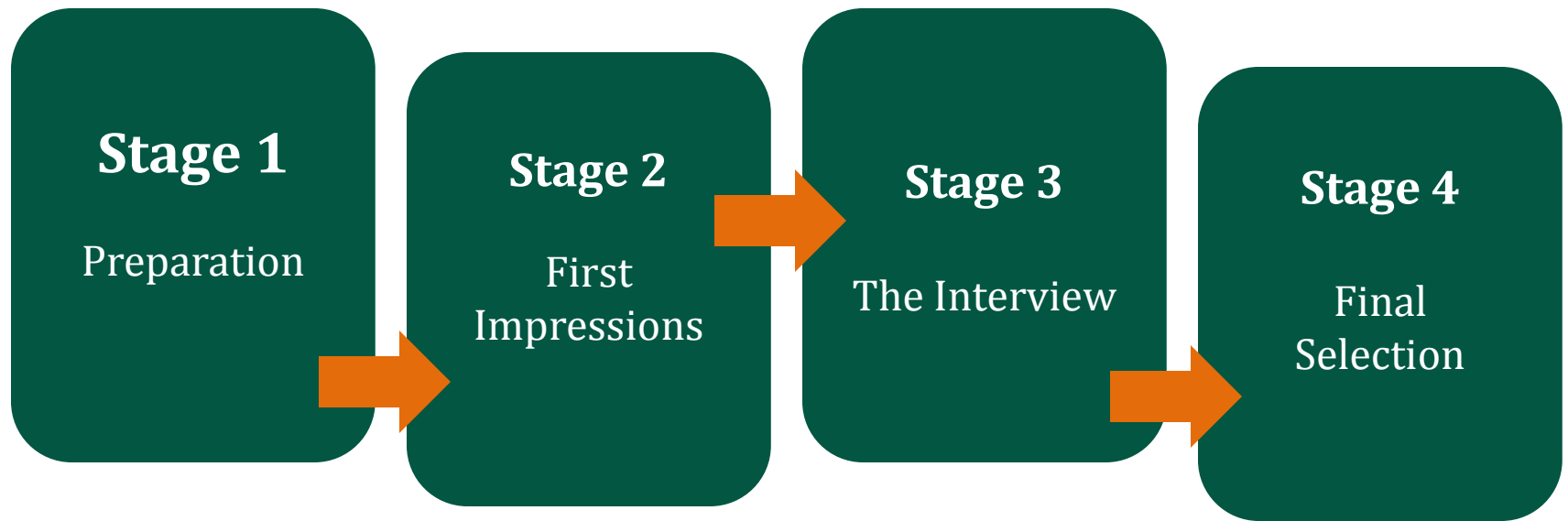
# Types of Interview/Questioning Techniques



THERE ARE FOUR TYPES OF INTERVIEW/QUESTIONING TECHNIQUES THAT EMPLOYERS TYPICALLY USE:

TYPE	WHAT IT ENTAILS	EXAMPLE
Straightforward chronological interview	You are asked questions around your CV / Application form	TELL ME ABOUT YOUR CURRENT JOB.
Criterion Referenced interviews	You are asked to give examples of how you meet their criteria	GIVE ME AN EXAMPLE OF YOUR NEGOTIATION SKILLS.
Off-the-wall/ Random questions	You are asked some bizarre questions to see if you can think on the spot and how creative/logical you are.	IF YOU WERE SHRUNK TO THE SIZE OF A PENCIL AND PUT IN A BLENDER, HOW WOULD YOU GET OUT?
Pressurized interview	Your views will be challenged (or even ridiculed) and you might feel like you are being goaded into an argument.	REALLY?! THAT IS THE DUMBEST IDEA I EVER HEARD.

# The Interview Process – The Four Stages





# Stage 1 - Preparation

Preparation is key: Do your research

## Review own skills, experiences and qualities

- Do a SWOT
- Check CV
- Anticipate questions and identify relevant examples
- Prepare key selling points



## Research the organization

- Websites, reports, articles, company literature, etc
- Relevant articles in the press



Research job and occupational area

## Current Affairs & General Knowledge:

- Recent Industry news & impacts
- General knowledge about Industry and News



**PREPARE YOUR QUESTIONS  
&  
PRACTICE**



## Stage 2 – First Impression Counts



**IF YOU WERE HIRING,  
AND THESE TWO WALKED IN  
FOR AN INTERVIEW,  
WHO WOULD YOU HIRE?**

**(Be honest!)**



**YOU ONLY GET ONE CHANCE TO MAKE A FIRST IMPRESSION!  
MAKE IT A GOOD ONE!**

## First Impressions Count!



Your attire speaks first



Arrive in good time



Make a good entrance



Display the right body language

# Stage 2 - First Impression Counts



The Look of Confidence

Always dress well but keep it simple.



## THE SUIT

- The suit is appropriate for all fields of employment.
- Look for suits made of 100% "worsted" wool. Wool is a natural fiber that breathes, which means you'll be more comfortable, you'll perspire less and the fabric will travel well.

## THE SHIRT

- White and other light coloured shirts are best for your first interview.
- One hundred percent cotton works best for shirts for the same reasons that wool works well for suits.
- Always wear a long-sleeved dress shirt to your interview and for all business occasions.

## THE TIE

- The pattern/design should be conservative, not flashy.
- The tie color should match your shirt/suit color.

# The Details

## COLOR CO-ORDINATION

When coordinating colors, remember, leather to leather and metal to metal. Always match the color of your belt with your shoes and the color of your belt buckle with your watch.



## RINGS

Limit yourself to one ring per hand.



## PIERCINGS

Leave visible piercings at home!!



## SOCKS

- Socks should match in color to your suit.
- Black with black, gray with gray, tan with tan.
- Black socks are acceptable for dark colored suits, though a closer match is more desirable.



## SHOES

Be sure your shoes are shined, that the edging is not fading (a magic marker can sometimes work wonders,) and that laces are not broken or frayed.





# The First Impression



## Don't Forget:

- Arrive 15 minutes early
- Allow time to relax
- Enter with confidence & introduce yourself
- Greet with a firm handshake
- Smile and make eye contact
- Be aware of own movements
- Watch body language of interviewer





**Thank You  
For Your  
Attention**