MASTERING THE ART OF INTERVIEWS
Objective

Outline:

1. What is an Interview
2. Why do employers interview
3. What do employers really seek in a candidate
4. How to prepare for an interview
5. Conduct during the interview
6. How to respond to Interview questions

Key Message:

- Your degree is not a golden ticket for employment
- Relevant experience for the vacancy is what is most important
- A salaried job is not the only way to acquire experience

My Objective?
To expose participants to key tips in performing better at interviews

Desired Outcome: For participants to secure desired outcome at next interview(s) attended
Your Degree Means Nothing

• Simply having a degree will not get you a job

• In reality, most employers care less about your grade or where you went to school

• This Days entry level positions require
  – Experience
  – Fine-tuned skills

• The Question is?
  – What can you bring to the table that makes you worth hiring?

• Key Facts To Note
  1. Your degree is not a golden ticket
  2. Its all about experience
  3. Passion will help you succeed
  4. Companies hire the person who is certain to cause the most positive impact
  5. Go the extra mile
What is a job interview?

• A structured meeting between you and an employer

• An interview is a procedure designed to elicit information through questions and discussions
Interviewing is a two-way street

1. Employers are attempting to determine if you are an appropriate fit for the job and their culture.

2. You decide if the environment is right for you.
What Are Employers Looking For?

The primary concern of more than 80% of Employers is finding employees with:-

1. a good work ethic and appropriate social behaviour: reliable,
2. a good attitude,
3. a pleasant appearance,
4. a good personality.
5. Possession of basic strategic business perspective and commercial awareness with strong communications skills is also essential
Preparing for an Interview

• Know yourself truly and truly

• Know The Company/Organisation

• Prepare, prepare and prepare
Know Yourself

• To relate your assets to the position and the organization, you must know yourself.

• Show how you have grown over time in areas related to the vacant position (e.g., interpersonal and work skills/employability skills, motivation).

• Some interviewers will want you to talk about your mistakes to find out what you have learned to do differently.
Know the Organisation

• You must be familiar with the position and the organization so that you can demonstrate how and why you will be an effective employee.

• Obtain information, if you can, on whom you will be meeting with and the schedule for the interview period.

• Prepare adequately and have your responses to most of the generic interview questions ready and well rehearsed before the interview.
Be prepared

• There are usually generic questions that will be asked during the interview, you must have your well articulated responses to those questions

• Don't worry about being nervous during the interview - this is normal and will be expected.

• Many interviewers will begin the interview with some "small talk" to help you relax. This may seem irrelevant to the position, but you are still being evaluated. Take these opening moments to show a positive attitude
ON THE D' DAY

• Get a good night’s sleep before your interview.

• Dress appropriately

• Be punctual. Arrive 15 minutes early to allow yourself time to collect your thoughts

• Take the opportunity to observe the working environment. Keep your eyes and ears open. Be friendly with everyone
What is on the employers mind

• "CAN HE or SHE DO THE JOB?"

• "DO WE LIKE HIM or HER?"

• "WILL HE or SHE FIT IN?"

• The next item of business is to find out if this person is a good "fit" for the job

  – In other words, will he fit into the team and the company culture? Although this is the more subjective part of the interview, it can make or break your chances of getting the job.
Common mistakes to avoid

• **It’s about demonstrating confidence** -
  – Stand straight, and make good eye contact
  – Connect with a good, firm handshake
  – Sit erect and lean forward in the chair, appearing interested and attentive

• **The image you project (Physical & Spoken)**
  – Vocal tone, body language, hygiene, clothing & physical presentation

• **Non-Verbal Communication**
  – Good communication skills include listening and letting the person know you heard what they said
  – Observe your interviewer’s style and pace and match that style.
  – Telling the interviewer more than they need to know could be a fatal mistake – particularly personal information
Common mistakes to avoid

• It is extremely important to ask questions.
  – When asked, “Do you have any questions?” if you answer “No,” it is the WRONG answer!
  – Asking questions gives you the opportunity to show your interest. (The best questions come from listening to what is said and asked during the interview)

• Asking questions gives you the opportunity to find out if this is the right place for you
  – But please ask intelligent questions
Interview Attire

• One sure-fire way to miss out on a job is to show up at an interview dressed poorly. If you do this, the interviewer(s) will have a bad first impression of you, and you will probably have a very difficult time overcoming it.

• Showing up underdressed or with too many accessories on can put you in a bad light from the get-go.

• It is important to remember that, regardless of what kind of position you are applying for, you need to dress professionally.
Dressing tips for Women

1. Remember to wear a conservative suit that is a solid colour - You may also want to consider wearing a common colour such as black, brown, or dark blue

2. Choose shoes that accommodate you well - If you are a bit short and would like to gain a couple of inches, feel free to wear high heels. If you are self-conscious about your height, wear something that has a flat sole

3. Keep jewellery and accessories to a limit - There is no need to wear four bracelets and five earrings. Show your professionalism

4. Do not overdo it on the makeup - Give your face a nice, natural look that people will enjoy looking at

5. Bring a portfolio/briefcase/Folder with you that will contain anything that you may need
Dressing tips for Men

1. **Just like the women, wear a solid colour, conservative suit** - Black, dark blue, brown, and grey are your best choices.

2. **Regardless of recent trends, you will want to wear a long-sleeve white dress shirt** - More and more people are going with coloured shirts, but for an interview you will want to stay basic.

3. **Keep your tie simple as well** - If you are wearing a black suit with a white shirt, consider going with a solid black tie. If you want something to spruce up your outfit, look into a brighter colour tie.

4. **Many guys overlook their socks and shoes** - Remember to wear socks that match your suit and shoes that are professional.
In the interview

• Greet your interviewers politely and pleasantly. Have a broad smile while doing so. Don’t over do it!!!

• Think about why the question is being asked.

• What does the employer really want to know?

• Be yourself. Be original. Don’t sound like a template!!!
5 Body Language Moves To Avoid

1. **Greet your interviewers politely and pleasantly. Have a broad smile while doing so. Don’t over do it!!**
   - Your handshake makes a critical first impression
   - Make it firm - not body-builder-aggressive and certainly not feeble like a dead fish
   - Also, be sure your hand is dry, so if you're perspiring, wipe it off before you meet your interviewer

2. **Don't touch your face**
   - People touch their faces instinctively and without conscious thought
   - Touching your face is sometimes interpreted as a sign of dishonesty.

3. **Don't cross your arms**
   - Crossing your arms is a sign of defensiveness and passive aggressiveness

4. **Don't stare**
   - You probably know that making eye contact is a good thing, right?
   - Well, there's a difference between positive eye contact and just plain staring
   - The bottom line is that you want to maintain eye contact in moderation, without letting it devolve into uncomfortable staring
   - At the same time, don't let your eyes wander around the room as if you're bored.

5. **Avoid nodding too much**
   - The reality is that this can make you come across as sycophantic or spineless
Sample interview questions

- Why haven’t you found a job yet?
- "Give me an example of your ________ skill."
- Why did you apply to our organization and what do you know about us?
- Why do you want to work in our company?
- What do you think are advantages/disadvantages of joining our organization?
- What is the most important thing you are looking for in an employer?
- What kinds of problems do you handle the best?
- How did you handle a request to do something contrary to your moral code or business ethics?
COMMON INTERVIEW QUESTIONS

• Tell me about yourself
• What are your short-term goals? What about in 2 and 5 years from now?
• What is your own vision/mission statement?
• Why do you feel you will be successful in this work?
• What significant achievement did you have while in school?
• What significant achievement did you have while in NYSC?
• What supervisory or leadership roles have you had?
• What experience have you had working on a team?
• What are your strengths/weaknesses?
Employers Needs

- Don't make the mistake that your job interview is about you -- it is really about THEIR NEEDS.

- Employers look for employees because they have a NEED.

- You need to sell yourself as the right person to satisfy that need by carefully formulating your interview answers.

- Sure, you may have great experience, but WHAT'S IN IT FOR THEM?

- Organisations hire people in order to improve their business performance. How are you going to make this happen?

- You need to make your skills, experience, and education relevant to THEM and their needs, goals, and situation
SELLING YOUR BENEFITS

- The W5 Model can be useful for answering questions.

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<thead>
<tr>
<th>70 seconds</th>
<th>State skill and give an example of it by explaining:</th>
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<td></td>
<td>• What, Who, When, Where, Why and How</td>
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<td>• What the successful outcome was</td>
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| 20 seconds | Re-state skill and outline benefits transferable to the interviewer’s organization |
Where allowed to Ask questions

1. What do you see as the priorities for someone in this position
2. Would you be able to describe a typical day on the job?
3. What would be a typical first-year assignment?
4. What training programs do you have available for your employees?
5. What level of responsibility could I expect in this position?
6. Is there a typical career path for a person in this position?
7. How are employees evaluated and promoted?
8. Does the company have a promotion-from-within policy?
9. What are the company's plans for the future?
10. What do you see as the greatest threat to the organization
Personal Evaluation

Most Job applicants do not personally evaluate themselves after an interview. This is important because it helps you learn from your mistakes.

Evaluate how well you did after each interview. Ask yourself:

1. What points did I make that seemed to interest the employer?
2. Did I present my qualifications in the best manner possible, giving appropriate examples as evidence?
3. Was I able to explain my personal goals, interests and desires?
4. Did I emphasize how my skills are related to the role?
5. Did I pass up opportunities to sell myself, to demonstrate the work I do and to show how profitably I could do it for both the organization and myself?
6. Did I talk too much? Too little?
8. Did I find out enough about the role to make a knowledgeable decision?
9. What changes can I make for my next interview?
COMMON INTERVIEW QUESTIONS

• Why did you apply to our organization and what do you know about us?
• Why do you want to work in our company?
• What do you think are advantages/disadvantages of joining our organization?
• What is the most important thing you are looking for in an employer?
• What kinds of problems do you handle the best?
• How did you handle a request to do something contrary to your moral code or business ethics?
• What was the result the last time you tried to sell your idea to others?
Keeping in Touch with me

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