

A blurred photograph of an interview session. On the left, a man in a light blue shirt and dark trousers sits in a black chair, gesturing with his hands. On the right, two women in business attire sit at a table, listening. The background is a plain wall with a whiteboard.

My interview skills



Why interviews?

Interviewer:

Does he meet the job requirements?
Could he fit in here?
What would he be able to contribute?



Interviewee:

How do my accomplishments relate to this job?
Could I fit in here?
What would I be able to contribute?
How is this job related to my career goals?



In short...

Preparation is the key to good interviews

You are marketing yourself as an asset to the organisation

You have a few seconds to make a good first impression





Before an interview...

Research
Rehearse



Photo credit: Dani P.L.



Research

About the company

About the position

About yourself





Rehearse

Interview psych technique





Rehearse

Visualisation technique





Preparation

Get enough sleep

Make sure you know where you need to go

Allow time for delays

Arrive 5-10 minutes before the time

Your interview starts when you enter the building

Switch off your cellphone! (it happens more than you think)



Photo credit: watchsmart



"Typical" interview

Greeting

Getting comfortable

Ice breaker question

Background of the company

An outline of the position

Questions about your experience

Questions about your abilities

Questions about your competencies

Invite you to ask questions

Wrap up the interview





All about chemistry?

Be a "mirror"



Photo credit: pianetatschai



Critical success factors

Positive attitude

Competence

Communication skills

Interpersonal skills

Confidence

Flexibility

Self-motivation

Teamwork (with independence)

Critical thinking and problem-solving





Behaviourial-Competency interviewing

"Could you tell me how you... Provide an example of how you ..."





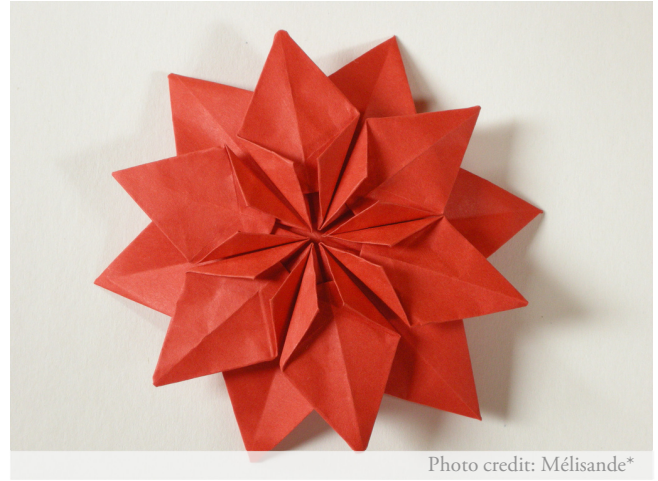
STAR technique

Situation

Task

Action

Results





Typical questions

Tell me about yourself

What are your strengths

What are your weaknesses

What are your career goals/ where do you see yourself in five years?





YES or NO questions

Remember to elaborate





Your questions

Some examples:

Can you describe a typical day for someone in this position?

What is the top priority of the person who accepts this job?

How will my performance be measured?

Can you describe the company's management style?

Can you discuss your take on the company's corporate culture?

How would you describe the company's values?

How would you characterise the management philosophy of this organisation? Of your department?

Does the organisation support ongoing training and education for employees to stay current in their fields?

What do you think is the greatest opportunity facing the organisation in the near future? The biggest threat?



Photo credit: Leo Reynolds



During the interview

Look interested and enthusiastic

Follow the lead of the interviewer

Answer the question!

Appropriate eye contact

Ask for clarification

Be authentic and honest

Sit still

Relax





Some deal-breakers

Inappropriate interaction with the interviewer

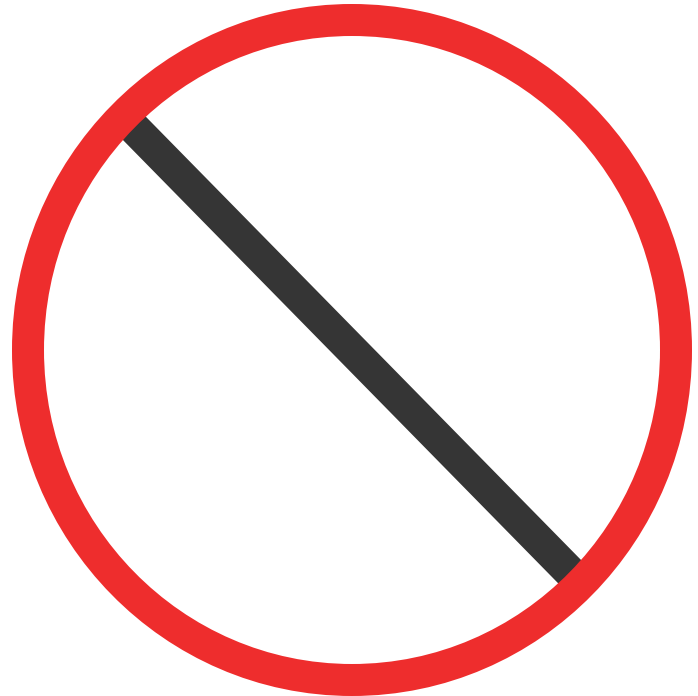
Answering "yes" and "no" to all questions

Talking negatively about current or previous colleagues or employers

Your body language

Asking about salary and benefits

Being late





Difficult questions

Be honest and open





After the interview

Reflect

Write a "thank you" note

Thank You - Business Insider Interview



Inbox x



to me ▾

Hi Jessica,

I wanted to thank you for meeting with me yesterday. Learning more about the position and seeing the newsroom in action solidified my interest in Business Insider. I think it's a place where I could really hit the ground running, build up excellent clips on the market and ultimately transition to a full reporter. If you have any other questions for me, or need me to complete editing/writing tests, please don't hesitate to reach out. Thank you again and I'm hopeful that soon I'll be on the Business Insider team.

Cheers,







Remember

Be yourself

Believe in your own worth

Get support



Explore more...

Visit our website at

<http://www.unisa.ac.za/counselling> for more
career- and study related resources



You may distribute,
remix, tweak,
and build upon this
work, as long as the
original creation is
credited

Talk to us...

E-mail: counselling@unisa.ac.za

Ask a counsellor: bit.ly/askcounsellor

Skype: unisacareers

We appreciate your feedback

We kindly request that you provide us with feedback about this presentation. Your feedback is confidential and all feedback will be collated to be used in reports without identifying you as an individual. Your feedback will help us to maintain a high level of service and to continue to improve our service.

Click on the following link to complete the on-line feedback form:

<http://bit.ly/UFWdIN>

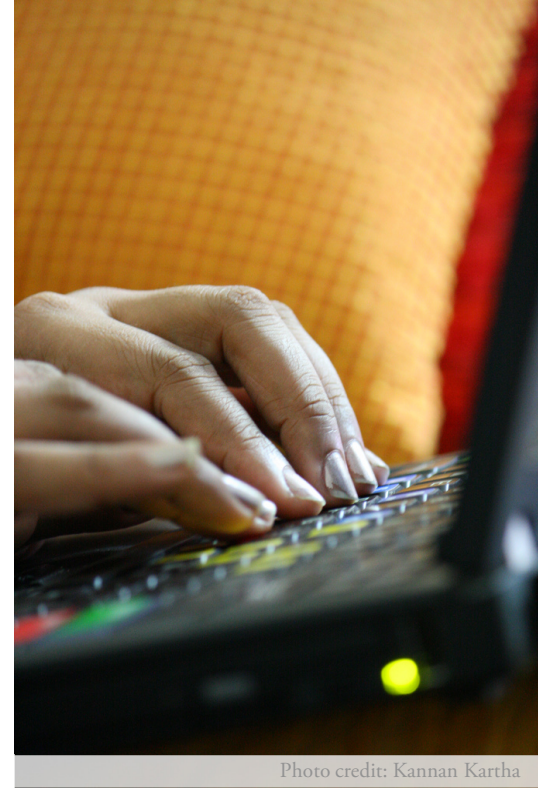


Photo credit: Kannan Kartha