

Job Interview

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- The interview is usually preceded by the evaluation of submitted résumés from interested candidates, then selecting a small number of candidates for interviews.
- The job interview is considered one of the most useful tools for evaluating potential candidates or employees.
- It also demands significant resources from the employer in identifying the optimal person for the job.

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Types of Interview

1- Behavioral interview

A common type of job interview in the modern workplace is the **behavioral interview**. This type of interview is based on the notion that a job candidate's previous behaviors are the best indicators of future performance.

In behavioral interviews, the interviewer asks candidates to recall specific instances where they were faced with a set of conditions, and how they reacted.

Typical behavioral interview questions:

- "Tell me about a project you worked on where the requirements changed midstream. What did you do?"
- "Tell me about a time when you took the lead on a project. What did you do?"
- "Describe the worst project you worked on."
- "Describe a time you had to work with someone you didn't like."

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Types of Interview - Behavioral interview

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Types of Interview - Behavioral interview

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- "Tell me about a time when you had to stick by a decision you had made, even though it made you very unpopular."
- "Give us an example of something particularly innovative that you have done that made a difference in the workplace."
- "What happened the last time you were late with a project?"

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Types of Interview - Behavioral interview

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2- Stress interview

Stress interviews are still in common use.

One type of stress interview is where the employer uses a succession of interviewers whose mission is to scare the candidate and keep him/her off-balance.

The purpose of this interview: to find out how the candidate handles stress.

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Types of Interview - Stress interview

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Stress interviews might involve testing an applicant's behavior in a busy environment. Questions about handling work overload, dealing with multiple projects, and handling conflict are typical.

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Types of Interview - Stress interview

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Another type of stress interview may involve only a single interviewer who behaves in an uninterested or aggressive manner. For example, the interviewer may not make eye contact, may roll his eyes or sigh at the candidate's answers, interrupt, turn his back, take phone calls during the interview, or ask questions in a demeaning or challenging style.

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Types of Interview - Stress interview

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The goal is to assess how the interviewee handles pressure or to purposely evoke emotional responses.

Example stress interview questions:

Sticky situation: "If you caught a colleague cheating on his expenses, what would you do?"

Putting you on the spot: "How do you feel this interview is going?"

Popping the balloon: "(deep sigh) Well, if that's the best answer you can give ... (shakes head) Okay, what about this one ...?"

Oddball question: "What would you change about the design of the hockey stick?"

Doubting your veracity: "I don't feel like we're getting to the heart of the matter here. Start again - tell me what *really* makes you tick."

3- Technical Interview

This kind of interview focuses on problem solving and creativity. The questions aim at your problem-solving skills and likely show your ability and creativity. Sometimes these interviews will be on a computer module with multiple-choice questions.

Tips to Help Make Your Job Interview Successful

You will only have 15 to 20 minutes to "sell" your experiences, attitude, and skills to the employer - most likely without knowing what the employer wants to hear from you.

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1. Research

Find out a little bit about the company you want to work for.

- Visit the location in person if it is a store or building open to the general public.
- Visit the company's Website and talk to anyone you might know who works there. What kinds of products or services does the company make or sell? What types of people work there? What are the typical hours this position requires?

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What are some of the day-to-day tasks that the job involves?

Make notes of things you want more information about and ask the employer about them at the end of your interview (it's always a good idea to have a few questions to ask the employer, anyway!).

Researching a company and the position make you stand out in an interview. It shows that you are really interested in working there.

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2. Practice

It sounds funny - and it looks even funnier - but practicing out loud for your interview will help you sound more polished and concise and less nervous in the actual interview.

List a few key things you want the employer to know about you, and review common interview questions.

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Formulate answers to those questions and answer them out loud while looking at yourself in the mirror.

This exercise prevents you from confusing in the interview and sounding unpolished and hesitant. It also helps you discover what really does make you the best candidate for the job!

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3. Dress to Make a Good First Impression.

In an interview, first impressions do matter. The best way to ensure a good first impression is to dress smart.

If you are interviewing for a job in an office, it is usually best to wear a dark-colored, conservative suit (for both men and women).

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If you are interviewing for a job where the dress code is more casual (at a factory or a construction site, for example), nice slacks and a collared button-down shirt with a tie for men and a nice dress or blouse and slacks or skirt for women are usually appropriate.

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You should **avoid** wearing excessive jewelry, perfume, and flamboyant clothes. Good personal hygiene is also important.

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4. Be Conscious of Good Interview Etiquette.

This list could go on forever - there is literally an endless array of "dos" and "don'ts" for an interview - and not everyone agrees on every aspect of that list. **There are, however, some basic "interview etiquette" tips that are important to remember.**

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- Be on time for your interview. This is, perhaps, the most important. Employers expect employees to **arrive on time** to work.

- They may see a person who is late to an interview, when he or she is supposed to be showing his or her best side, as someone who will have difficulty arriving on time to work or meeting deadlines if hired.

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- Be aware of your body language.
- When shaking hands, make sure your grip is firm and confident.
- Have good posture, but avoid appearing like you're as stiff as a cardboard cutout.
- Even the most experienced professionals get nervous in an interview - it's normal.

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However, if you appear too nervous, the interviewer might draw the wrong conclusions about your ability to do the job - especially if it involves interacting with people! Conversely, make sure you don't slouch - this could give the impression that you are lazy or uninterested in the position.

Keep the interview positive. Avoid making negative remarks about any previous jobs or employers.

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•Maintain eye contact with your interviewer to convey confidence. When speaking, be polite and professional and avoid using slang and profanities. The more confident and polished you appear the more likely you are to leave the interviewer with a positive impression of you.

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5. Be Prepared to Ask the Interviewer Questions.

This is where your research comes in. Employers want to know if you're truly interested in the position. They also want to know that you have all the information you need to make a decision, if offered the job.

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It isn't a good idea to turn the tables and "interview" the interviewer, but it is a good idea to go into the interview with a few questions in mind. This is your chance to ask additional questions about the business, the position, the requirements, and the expectations of the person who will fill the position.

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•6. Follow up with a Thank-You Note.

Make sure you let the interviewer know how pleased you were to have the chance to interview with him or her.

- Immediately after the interview, send the interviewer a thank-you note, thanking him or her for taking time to interview you.

- This is not only proper etiquette and a common display of appreciation, but it also allows you to confirm one or two key points of the interview.

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- It also lets the interviewer know how interested you are in working for the company. Being polite and professional always makes a good impression.

- All of this advice comes down to three important things to remember when you're interviewing: being prepared, professional, and polite is the best way to make the right impression!

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Thank You

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