

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

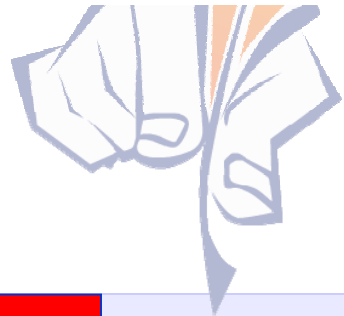
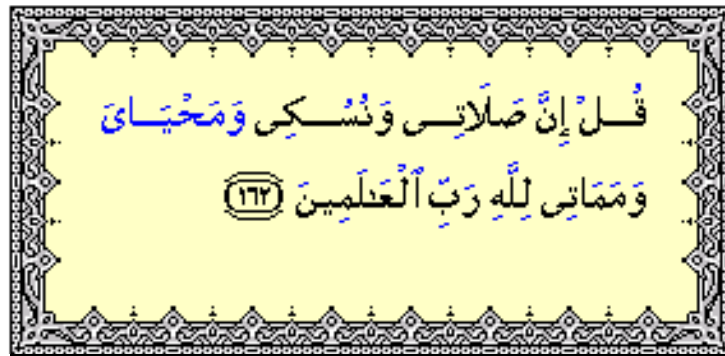
وَقَدْ رَبُّ زِدْنِي عِلْمًا

صدق الله العظيم



نقدر...؟ طبعاً نقدر

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



()

Get Hasanat while sitting !

1381- وعن أبي هريرة ، رضي الله عنه ، أن رسول الله صلى الله عليه وسلم ، قال :
« ومن سلك طريقاً يلتمس فيه علماً ، سهل الله له به طريقاً إلى الجنة »

رواه مسلم .

Interview Skills
Amr Fass 3

Introduction

Mission



حدثنا هشام بن عمار حدثنا عيسى بن يونس حدثنا الأخضر بن عجلان حدثنا أبو بكر الحنفي عن أنس بن مالك : (أن رجلاً من الأنصار جاء إلى النبي صلى الله عليه وسلم يسأله فقال له في بيتك شيء قال بلى جلس نلبس بعضه ونيسط بعضه وقدرح نشرب فيه الماء قال انتني بهما قال فأتاه بهما فأخذهما رسول الله صلى الله عليه وسلم بيده ثم قال من يشتري هذين فقال رجل أنا أخذهما بدرهم قال من يزيد على درهم مرتين أو ثلاثا قال رجل أنا أخذهما بدرهمين فأعطاهما الأنصاري وقال اشتر بأحدهما طعاما فانبذه إلى أهلك واشتر بالآخر قدوما فأتني به ففعل فأخذه رسول الله صلى الله عليه وسلم فشد فيه عودا بيده وقال اذهب فاحتطب ولا أراك خمسة عشر يوماً فجعل يحتطب ويبيع فجاء وقد أصاب عشرة دراهم فقال اشتر ببعضها طعاما وبعضها ثوباً ثم قال هذا خير لك من أن تجيء والمسألة نكتة في وجهك يوم القيامة إن المسألة لا تصلح إلا لذي فقر مدقع أو لذي غرم مفطع أو دم موجه).

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اذهب فاحتطب

حدثنا هشام بن عمار حدثنا عيسى بن يونس حدثنا الأخضر بن عجلان حدثنا أبو بكر الحنفي عن أنس بن مالك : (أن رجلا من الأنصار جاء إلى النبي صلى الله عليه وسلم يسأله فقال له في بيتك شيء قال بلى جلس نلتس بعضه ونيسط بعضه وقدح نشرب فيه الماء قال ائتني بهما قال فأتاه بهما فأخذهما رسول الله صلى الله عليه وسلم بيده ثم قال من يشتري هذين فقال رجل أنا أخذهما بدرهم قال من يزيد علي درهم مرتين أو ثلاثا قال رجل أنا أخذهما بدرهمين فأعطاهما الأنصاري وقال اشتر بلأخذهما طعاما فانبذه إلى أهلك واشتر بالآخر قدوما فأتني به ففعل فأخذه رسول الله صلى الله عليه وسلم فشده فيه عودا بيده وقال **اذهب فاحتطب** ولا أراك خمسة عشر يوما فجعل احتطب ويبيع فجاء وقد أصاب عشرة دراهم فقال اشتر ببعضها طعاما وبعضها ثوبا ثم قال هذا خير لك من أن تجئ والمسألة نكتة في وجهك يوم القيامة إن المسألة لا تصلح إلا للذي فقر مدقع أو لذي غرم مفطع أو دم موجه).

What are you going to learn

- What type will the interview be ?
- Sections of Interviews
- What & how to prepare ?
- What should you wear ?
- Answering difficult interview questions.
- Worst Case Scenarios.
- Ways to rescue a dying interview.
- Salary negotiations
- Follow-Up.

Got The Job / It's a challenge

Your resume
has put you
at the first
stage

It is your
chance to do
yourself a
favor

As long as you've been called, the job is yours



What is an Interview

- Two way process
- Argumentative
- Gather and clarify information
- The most important stage of job search.

What can the process create?

Simply, A decision to be hired or not !

Hiring decisions are made on emotion and justified with logic

- You like things first and then justifies it.
- Get the employer to like u
- Projecting enthusiasm, potential & winning personality

The Art Of Interviewing

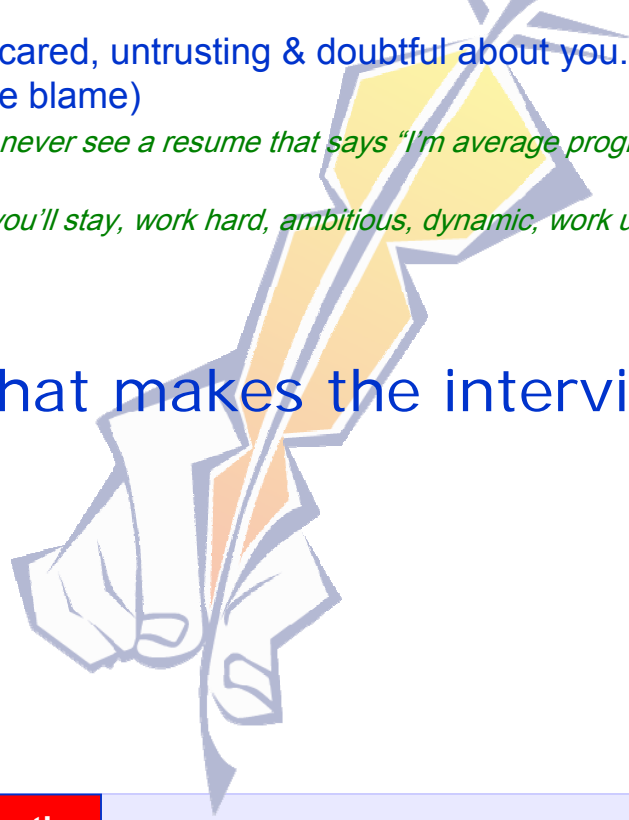
- Can you sell / Market yourself?
- Can you impress?
- It is not just answering questions.



Why they called You?

- Employer is scared, untrusting & doubtful about you.
(They'll get the blame)
- *Untrusting - You never see a resume that says "I'm average programmer yet willing to develop"*
- *Doubtful – That you'll stay, work hard, ambitious, dynamic, work under stressetc*

And this what makes the interview FUN !



FUD Factors;

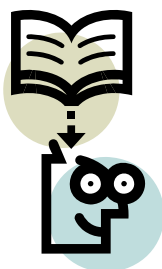
- Employers have some **F**ears, **U**ncertainties & **D**oubts

- 1- *Too good to be true*
- 2- *You won't stick around*
- 3- *You won't play with others*

You need to ease their fears and remove their doubts !

- You need to ask questions
- You need to know why these guys are in business

Sections of Interviews

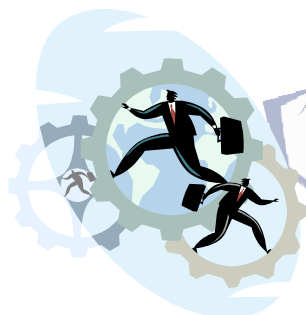


• **Preparation**

• **The Big Day**



• **Follow-up**



Be Prepared for the Journey

Once you have the Interview secured

Don't walk-in without keys ...

PREPARATION IS THE KEY!

Ask yourself



Which Schedule?



What is your goal?



Which environment?



Example

Objective

إِنَّ السَّاعَةَ آتِيَةٌ أَكَادُ أَخْفِيهَا لِتَجْرِي كُلُّ نَفْسٍ بِمَا تَسْعَنُ ﴿١٥﴾ فَلَا
بِضُدَّتِكَ عَنْهَا مَنْ لَا يُؤْمِنُ بِهَا وَاتَّبَعَ هَوَاهُ فَتَرْدَى ﴿١٦﴾ وَمَا يَلِكُ
بِيَمِينِكَ بِتَمُوسَ ﴿١٧﴾ قَالَ هِيَ عَصَائِ أَتَوَكُّؤُا عَلَيْهَا وَأَهْشُ بِهَا عَلَن
عَنِّي وَلَيْ فِيهَا مَقَارِبُ أُخْرَى ﴿١٨﴾ قَالَ أَلْفِيهَا بِتَمُوسَ ﴿١٩﴾ فَأَلْفَدَهَا
فَإِذَا هِيَ حَيَّةٌ تَسْعَنُ ﴿٢٠﴾ قَالَ خُذْهَا وَلَا تَخَفْ سَنُعِيدُهَا سِيرَتَهَا
أَلَا وَلَيْ ﴿٢١﴾ وَأَضْمَمَ يَدَكَ إِلَيْ جَنَاحِكَ تَخْرُجُ بِنَبْضَاءٍ مِنْ غَيْرِ سَوْءٍ
آيَةٌ أُخْرَى ﴿٢٢﴾ لِيُثْبِتَكَ مِنْ آيَاتِنَا الْكُبْرَى ﴿٢٣﴾ أَذْهَبُ إِلَيْ
فِرْعَوْنَ إِنَّهُ طَلْعُن ﴿٢٤﴾ قَالَ رَبِّ أَسْرَحْ لِي صَدْرِي ﴿٢٥﴾ وَيَسِّرْ لِي
أَمْرِي ﴿٢٦﴾ وَأَحْلِلْ عُقْدَةً مِنْ لِسَانِي ﴿٢٧﴾ يَتَفَقَّهُوا قَوْلِي ﴿٢٨﴾ وَأَجْعَلْ
لِي وَزِيرًا مِنْ أَهْلِي ﴿٢٩﴾ هَمَزُونَ أَحْسِ ﴿٣٠﴾ أَشُدُّ بِهِمْ أَرْزِي ﴿٣١﴾
وَأَشْرِكُهُ فِي أَمْرِي ﴿٣٢﴾ كَسَنُ تَسْبِيحِكَ كَثِيرًا ﴿٣٣﴾ وَتَذَكَّرَكَ
كَثِيرًا ﴿٣٤﴾ إِنَّكَ كُنْتَ بِنَا بَصِيرًا ﴿٣٥﴾ قَالَ قَدْ أُوتِيتَ سُؤْلَكَ
بِتَمُوسَ ﴿٣٦﴾ وَلَقَدْ مَتْنَا عَلَيْكَ مَرَّةً أُخْرَى ﴿٣٧﴾ إِذْ أَوْحَيْنَا إِلَيْ

Prepare/
Rehearse to
impress

Team
environment

Long term
goals

استعن بالله

Know the Technique

1. Telephone. (No \$ discussion)
2. Screening / second or third interview
3. Headhunter
4. Stress / Silence
5. Rapid fire questions
6. Group interviews
7. Panel Interviews
8. Free Form / Un-structured
9. Behavior-based interview TS (STAR)
10. Psychometrics
11. Presentation

Panel Interview



- Two or three interviewers ask set of questions for every candidate.
- The atmosphere is formal.
- **STAR**

Circumstances

S - T

What and How Done **A** **R** Effect of Action

Free Form

- A loosely- framed, few topics
- Could be away from normal working hours.
- Unstructured, informal and can be perceived as a chat.
- It can be difficult to sell yourself without being prompted by relevant questions.

Presentation

- Prepare well
- Practice



Psychometric

You will be asked a series of questions to:


- Discover self-observation.
- Reactions ?



Psychometric tests are becoming popular.
Mainly supporting role.

The Power Of The Mind



- Mental rehearsal is used by top athletes to go over an event in their minds before the event itself
- The same work for the interview
- Interview = Battle of perception 

Answers to prepare

- Why can you do the job? Not someone else!
 - Situational questioning
 - Behavioral questioning
- What's your great weakness?
- Why you change job's so frequently?
- What is your biggest mistake in your career?
- How would your supervisor / friends describe you?
- Tell me a story?
- Tell me a joke?
- What can you offer that others don't?
- What is your major accomplishments?
- Why do you want to work here?

Eg.: What are the your job satisfaction criteria

- Quality of job, your boss, learning, Advancements
- Are you more comfortable working as a part of a team or individually ?

Be honest , prepare your agenda

– What is the job necessitates?

Analyze your strengths / weakness

SWOT Analysis Template

	Strengths	Weaknesses
Me		
	Opportunities	Threats
Market		

Analyze your strengths / weakness

- **Strengths:**
 - Think about how you have used your strongest skills.
 - Keep all your achievements at your fingertips
 - *For example, you may have decided to rearrange the filing system to help your colleagues to find documents more easily.*
 - State the skill & example it
 - State the skill & show how you use it
 - Don't just say it, show it
- **Weaknesses:**
 - Be ready to explain any inconsistencies or breaks in your career. Think creatively and laterally, and remember transferable skills.

Dress For Success

- Professional business wear is a must in most of the organizations
- It is a part of the first impression taken about the candidate
- There is no perfect dressing but try to select what suits you

Dress for Success

- ✓ Dress appropriate to the Organization.
- ✓ Comfortable clothes to you.
- ✓ Show you have made effort
- ✓ Shows that you are serious about the job.

- ✗ Distract the interviewer.
- ✗ Bright colors.



Men

- Solid color, conservative suit
- White long sleeve shirt
- Conservative tie
- Dark socks, professional shoes
- Neat, professional hairstyle
- Go easy on the aftershave
- Neatly trimmed nails
- Portfolio or briefcase

Women

- Solid color, conservative suit
- Coordinated blouse
- Moderate shoes
- Limited jewelry
- Portfolio or briefcase

What employers need ?

- Employers are tuned into a special radio station called : **WII - FM**

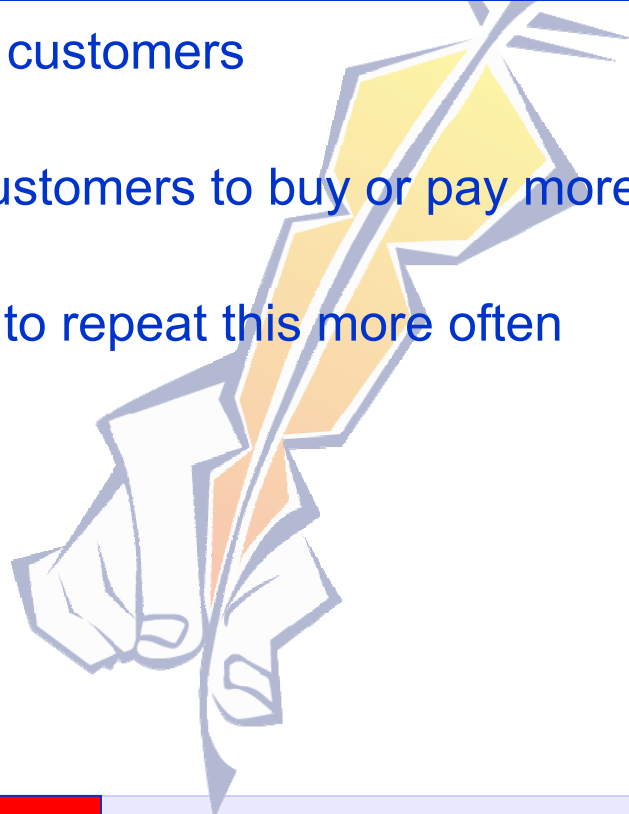
What's In It For Me

ما هي الفائدة العائدة على

Broad Business Objectives



- Get more customers
- Getting customers to buy or pay more
- Get them to repeat this more often



What you should know about an organization



- 1) Potential advancements
- 2) Atmosphere
- 3) Benefits
- 4) Bonuses
- 5) Dress code
- 6) Employee suggestions
- 7) Physical effort
- 8) Ethics and integrity
- 9) Family owned
- 10) Flexible / rigid structure
- 11) Org. goals
- 12) Growth potential
- 13) Training
- 14) Reimbursement
- 15) Turnover
- 16) Company history
- 17) Innovation
- 18) Location
- 19) Management philosophy
- 20) Management structure
- 21) Office politics
- 22) Previous problems faced
- 23) Product / services
- 24) Profit / sales volume
- 25) Reputation
- 26) Research
- 27) Relocation potential
- 28) Size
- 29) Stability



Research Pays Off

- Stand out from the crowd by bringing it up in the interview



Write your own SWOT – 5 minutes

	Strengths	Weaknesses	
انا			▶
	Opportunities	Threats	
من حولي			▶

Ready to go to the **BIG DAY** !

It may be knowledge is power, but pulling the switch is

Enthusiasm



BACK

Interview Skills
Amr Fass 35

Preparation

Big Day

Follow Up

The Big Day



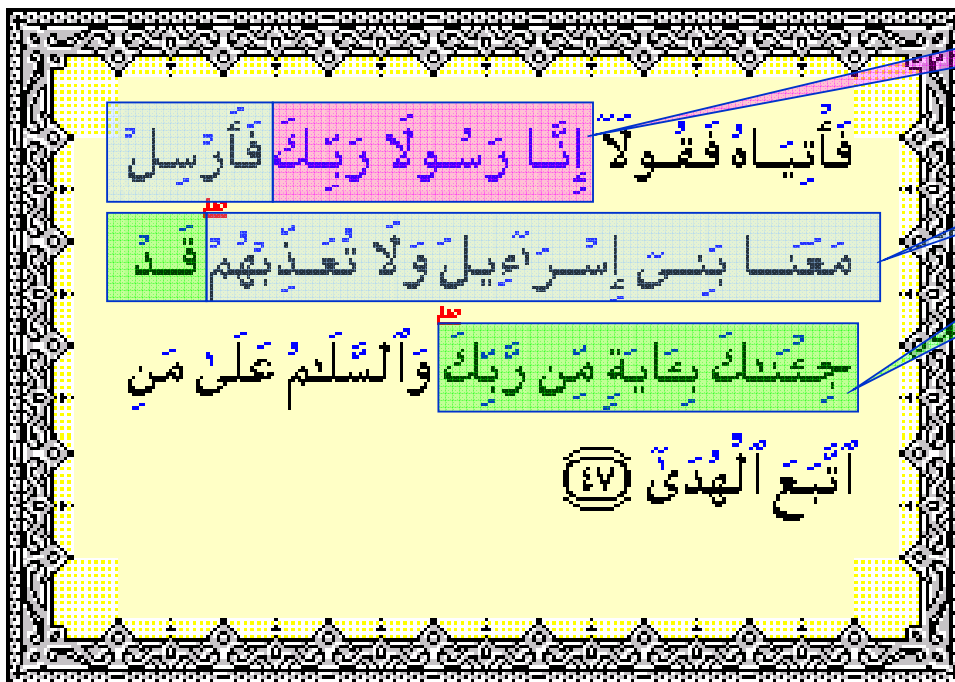
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Preparation

Big Day

Follow Up

After rehearsal & Preparation;



Be yourself

Ambition/ Goal

Skills/ Education

Big Day Objectives

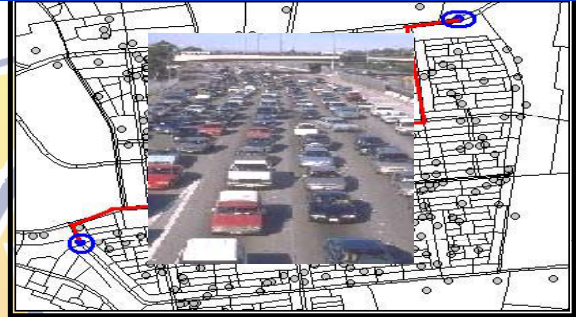


1. Going to the interview
2. Interview Principles , skills & tips
3. Playing the game
4. During the interview
5. Examples of the interview questions
6. Gesture and body language
7. Worst Case Scenarios

The first step to succeed

Your route: PLACE

- Know how to get there
- How long it will take.
- Always allow for extra time.



- **Be on time.**
- **Try to arrive few minutes early.**
- **It saves you from stress.**
- **Be polite & friendly to every one**

 BACK

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Preparation

Big Day

Follow Up

Interview principles;

Interview Principles , skills & tips



1. Learning opportunity
2. Not begging, you're equal
3. The employer is on your side
4. Objection is not a rejection
5. Let the employer talk and you listen
6. Increase your chance for second interview (dress , time..etc)
7. Focus on your accomplishments examples
8. Use examples to back up statements (STAR)
9. Be prepared to elaborate the CV details
10. Project confidence all over
11. The thank you note debate.
12. Relax and enjoy

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Preparation

Big Day

Follow Up

Key interviewing skills

- Preparation / Get info about the job
- Active listening
- Building Rapport
- Be yourself yet the best
- Control the content not the interview
- Learn to talk about yourself
- Let others speak for you
- Land safely

Interview tips;



- Get plenty of rest
- Watch cultural difference
- Dress appropriately
- Bring pen and pad
- Remember the interviewer name
- Shake hands firmly
- Wait before you sit
- Look for interviewer interests
- No smoking or gum chewing
- Keep it interesting
- Go in with agenda
- Don't ask silly Q
- Don't assume

Don't Guess !

- What do you think about CATS ?



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Preparation

Big Day

Follow Up

CATS

Don't Guess

Acronym(s)	Definition(s)
CATS	Californians Against Telephone Solidation
CATS	Canadian American Transportation Systems
CATS	Canadian Auxiliary Territorial Services
CATS	Cargo Analysis Technology Symposium
CATS	Carload And Truckload Shipments
CATS	CDMA Automated Test System (WTCOM)
CATS	Cellular Access Telephone System (REDCOM)
CATS	Center for Advanced Television Studies
CATS	Center for Applied Thermodynamic Studies
CATS	Central Area Transmission System (North Sea Oil; UK sector)
CATS	Centralized Automatic Test System
CATS	Certificates of Accrual on Treasury Securities
CATS	Charlotte Area Transit System
CATS	Charlotte Area Transportation System (North Carolina)
CATS	Cheap Access to Space (Space Frontier Foundation)
CATS	Chicago Area Transportation Study
CATS	Chico Area Transit System (California)
CATS	Child Abuse Training Services (Michigan)
CATS	Children Affected by a Toxic Substance
CATS	Citizens for an Alternative Tax System

Acronym(s)	Definition(s)
CATS	Club Athletic Training Students
CATS	Coherent Acoustic Torpedo System
CATS	Coherent Automated Target Simulator
CATS	Colcom Access Test System
CATS	Collaborative Application Technology Solutions (Department of State)
CATS	Collisions in Atom Traps
CATS	Combat Airlift Training Squadron
CATS	Combined Arms Training Strategy
CATS	Comet and Tails Science
CATS	Commercial Auto Theft Section (police departments)
CATS	Commodore Amiga Technical Support
CATS	Common Analysis Tool Set
CATS	Common Avionics Test Set
CATS	Commonwealth Accountability Testing System (Kentucky)
CATS	Community Alliance for Teen Safety
CATS	Community Awareness and Treatment Services, Inc.
CATS	Computer Active Technology Suspension (Jaguar)
CATS	Computer Assisted Testing Service
CATS	Computer Assisted Training System
CATS	Computer Automated Test System

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Playing the interview game

- The pregnant pause
 - Don't answer rapidly every question
 - Go pregnant pause after a relatively tough question
 - Don't shoot from the hip
- Eye contact
 - Constant eye contact is unnatural
 - Normal conversation, speaker looks away 30-70% of the time
 - Staring makes me uncomfortable
- Truthfulness
 - *There is no pillow as soft as a clear conscience.* ([John Wooden](#))
 - *If u tell z truth you don't need such a good memory* ([Mark Twain](#))
 - اذا اردت ان تكون كاذبا فكن ذكورا

Overcoming objections

- Objection is not a rejection
 - “*You don't have enough experience*”
 - It's request for more info
 - Employer needs reassurance about experience and learning
 - Its opportunity
- Predict the objection you'll face
CV, Experience or career switch
- Don't argue with employers

He: you don't have enough experience in this field
You: I realize there may b others w more experience, but I really feel the **quality** of my experience is the key. Because of the **variety of things** I've done, and my level of responsibility earned. I see my five years r equivalent to most people w the 10. There is no question in my mind that I can do an outstanding job for you.

Describing Accomplishments

- Telling vivid stories requires practice
 - 1- Write 12 accomplishments and write brief descriptions for each
 - 2- Practice giving 3 min. version, 2 min. version & 1 min. version of each
 - 3- Remove "CLW" till u reach the "C'tLW"
- Quantify results
- Results sells people
- Which / Which resulted in

Master story telling art

- Describe yourself
 - Let me tell you I'm hard working, energetic, a true leader and a person who can juggle multiple tasks
Problem: Selling too many things so you don't do good job w any of them
(NO EXAMPLES !)
- Employer should you remember you for weeks
- Stories have impact
- A non-work experience with a work experience
- Blend a distant with a recent experience
- Show how you overcame the problem

Cont'd

- STAR
- Key points for telling stories
 - 1- Provide all key information's
 - 2- Describe the situation as you came into
 - 3- Describe your analysis & recommendations
 - 4- Describe what you implemented & results obtained
 - 5- PPP
 - 6- Provide interesting details (KISS)
 - 7- Make the story interesting



During the interview

During the interview

1. Honest
2. Stay positive in all your answers
3. Promote your skills
4. Have your body language
5. Be straight forward
- 6. Enthusiasm**

Project **Enthusiasm**

- Demonstrate it throughout the interview
- Perform an enthusiasm check
(Straight up in the chair, introduce more hand gestures, tones, add feelings to ur talk)
- Your potential is your future worth to the organization
- Selling potential can overcome your lack of experience
- Show it through accomplishments

How to excite the employer?

MSSR needs !

Be on the same page

Ten things Employers looks for

- 
1. What results you'll achieve?
 2. How soon you'll b productive?
 3. How much supervision will u need?
 4. Do u generate more value than cost?
 5. Can you become high performer?
 6. Will u fit into the culture?
 7. Will u b fun to work with?
 8. Are u responsible?
 9. Can u manage your own development?
 10. Will u stay?

Use Power words;

- 
- Built
 - Created
 - Decreased
 - Designed
 - Enhanced
 - Established
 - Generated
 - Implemented
 - Won
 - Improved
 - Increased
 - Initiated
 - Introduced
 - Organized
 - Saved
 - Sold
 - Solved
 - Transformed

Use personality skills in interview

0 10

- 
- 1. Accepting
 - 2. Appreciative
 - 3. Assertive
 - 4. Cheerful
 - 5. Compassionate
 - 6. Considerate
 - 7. Cooperative
 - 8. Decision making
 - 9. Decisive
 - 10. Diplomatic
 - 11. Discreet
 - 12. Drive
 - 13. Easy going
 - 14. Effective under stress
 - 15. Efficient / Productive
 - 16. Emotionally stable
 - 17. Energetic / Stamina
 - 18. Enthusiastic
 - 19. Flexible
 - 20. Forgiving
 - 21. Friendly / Nice
 - 22. Generous
 - 23. Goal oriented
 - 24. Growth oriented
 - 25. Honesty / Integrity
 - 26. Insightful
 - 27. Loyal
 - 28. Mature
 - 29. Motivated
 - 30. Open-minded
 - 31. Optimistic
 - 32. Patient
 - 33. Persistent
 - 34. Reliable
 - 35. Resourceful
 - 36. Responsible
 - 37. Risk-taking
 - 38. Self-confident
 - 39. Sense of humor
 - 40. Sincere
 - 41. Sound judgment
 - 42. Tactful
 - 43. Thorough

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Preparation

Big Day

Follow Up

Use personality skills in interview

The most admirable skills, Universally accepted

- 
- 1. Accepting
 - 2. Appreciative
 - 3. Assertive
 - 4. Cheerful
 - 5. Compassionate
 - 6. Considerate
 - 7. **Cooperative**
 - 8. Decision making
 - 9. Decisive
 - 10. Diplomatic
 - 11. Discreet
 - 12. Drive
 - 13. Easy going
 - 14. **Effective under stress**
 - 15. **Efficient / Productive**
 - 16. Emotionally stable
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 - 23. Goal oriented
 - 24. Growth oriented
 - 25. Honesty / Integrity
 - 26. Insightful
 - 27. Loyal
 - 28. Mature
 - 29. Motivated
 - 30. Open-minded
 - 31. Optimistic
 - 32. Patient
 - 33. Persistent
 - 34. **Reliable**
 - 35. **Resourceful**
 - 36. **Responsible**
 - 37. Risk-taking
 - 38. Self-confident
 - 39. Sense of humor
 - 40. Sincere
 - 41. Sound judgment
 - 42. Tactful
 - 43. Thorough

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Amr Fass 56

Preparation

Big Day

Follow Up

Talking tips (Do)

- ✓ Wait for him to finish speaking
- ✓ Take time, and collect your thoughts
- ✓ Answer the question.
- ✓ Speak simple and professional.
- ✓ Humor is important but be serious.

You have to appear Calm, Confident & Polite

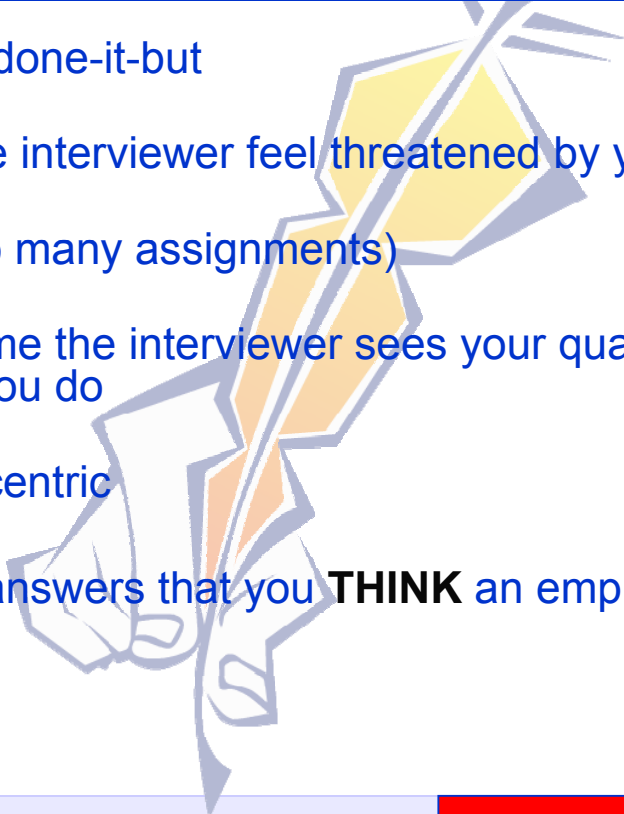
Talking tips (Don'ts)

Being smart is never expressed by words.

- ✗ Answer before being asked.
- ✗ Quickly fill the silence.
- ✗ Ask irrelevant questions to the job.
- ✗ Use the umms, ahhs and slang
- ✗ Use your own jargons profanity.
- ✗ Interrupt

Things to avoid

- I've-never-done-it-but
- Don't let the interviewer feel threatened by you
- **F.I.M.S** (too many assignments)
- Don't assume the interviewer sees your qualifications as clearly as you do
- Been Ego-centric
- Don't give answers that you **THINK** an employer want to hear



Example



Q:

A1: Be honest

A2: Simple

A3: Clarify

A4: Clarify

A5: Enthusiast

A6: Impress

قال ألم نرّيك فينا وليداً ولبيدنا فينا من عمرك سبعين (١٨) وفعلت فعلتك التي فعلت وأنت من الكافرين (١٩) قال فعلتها إذا وأنا من الضالين (٢٠) ففررت منكم لما خفتكم فوهب لي ربي حكماً وجعلني من المرسلين (٢١) وتلك نعمة تمثها علي أن عيّدت بي إسراييل (٢٢) قال فرعون وما ربّ العالمين (٢٣) قال ربّ السموات والأرض وما بينهما إن كنتم موقنين (٢٤) قال لمن حوله ألا تستمعون (٢٥) قال ربكم وربّ آبائكم الأولين (٢٦) قال إن رسولكم الذي أرسل إليكم لمجنون (٢٧) قال ربّ المشرق والمغرب وما بينهما إن كنتم تعقلون (٢٨) قال لئن اتخذت إلهها غيري لأجعلنك من المسحوقين (٢٩) قال أولو جنتك يشنء ميسين (٣٠) قال فأدب به إن كنت من الصّديقين (٣١) فألقن عشاء فإذا هي ثعبان ميسين (٣٢) ونزع يده فإذا هي بيضاء للنتظيرين (٣٣) قال للملأ حوله إن هذا لسحرج عليم (٣٤) يريد

The Interview Questions

- Tell me about your self?
- Why did you leave your job?
- What is your biggest weakness?
- What is your biggest strength
- Why can you do the job?
- What's your great weakness?
- Why you change job's so frequently?
- What is your biggest mistake in career?
- How would your supervisor / friends describe you?
- Tell me a story?
- Tell me a joke?
- What can you offer that others don't?
- What is your major accomplishments?

Tell me about yourself ?

- The simplest... Yet can be the hardest.
- Be yourself.
- Prepare
 - Experience
 - Skills
 - Education
 - Ambition

Tell me about yourself? Experience

Experience

- Choose relevant experience.
- How you are profiled.
- Highlighting relevant work achievements.
- Fresh graduate, speak about summer training

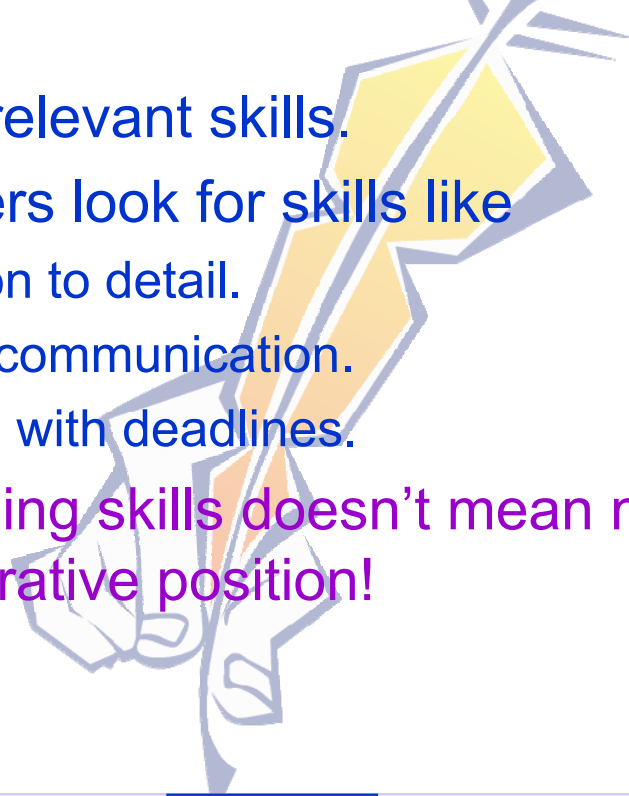


Tell me about yourself? Skills

Skills

- List the relevant skills.
- Employers look for skills like
 - attention to detail.
 - strong communication.
 - dealing with deadlines.

Programming skills doesn't mean much for administrative position!



Tell me about yourself? Education

Education:

- Vital for the less-experienced.
- Is it relevant?
- What relevant courses



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Amr Fass 65

Preparation

Big Day

Follow Up

Tell me about yourself? Ambition

Ambitions:

- What are you looking for
- What are you seeking to fulfill.

Other Qualities

- Travel experience, associations and activities.



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Follow Up

Tell me about yourself?

- Put it in Writing
- See the attached example
(print the notes below)



What outcome are you looking for with this position?

- A major frustration with employers currently is finding people who can **EXECUTE** strategy
- So be good at taking directions and delivering outcomes

Be careful !

You are good at this

PLUS

Ability to be part of team

PLUS

Your talents

Why are you leaving your current position?

- **Stay positive**, *even if your previous company has left a negative impression. Employers are looking for employees with good attitudes even when working in bad situations.*
- **Smiles**
 - Increase you energy / Show desire for growth opportunities
 - Project Confidence
- **Feedback**
 - Incase he is bored or distracted

Why did you leave your job ? Fired?

1. Be honest.
2. Quickly explain it...
3. No details especially the political ones.
4. Never ever lie about it or around it.
5. Avoid LIAHOS

People Quit their managers not their jobs !

Why did you leave? Laid off?

- It is no longer the same as before.
- Nothing to apologize for or act defeated.
- Express yourself simply as follows :
 - “Because of the economy, the company decided to eliminate 2 departments including mine.”
 - Privatization necessitates rightsizing
 - Reasons should be described in such way that interviewer believes he would have left under those circumstances also

Why did you leave your job ? Quit ?

- Be honest and stay positive.
- Simply the job was not challenging enough.
- You are seeking higher levels of responsibility and ready to make the next step on your career ladder.

What you dislike the most in your manager?

- Find a major quality you liked and minor quality you disliked
- Bite your tongue if you feel urge to say more
- Are you being dishonest?..... You're being discreet



Where you want to be in 5 years?

- I want to be in your place
- General manager of this company
- At Saudi Arabia
- Doing my private business



I don't feel that you are the best !



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Big Day

Follow Up

What is your biggest weakness ?

- Simply, tell him why he shouldn't hire you.



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Preparation

Big Day

Follow Up

What is your biggest weakness ?

- Why is he asking ?
- Mention your weakness.
- Discuss what you have done to overcome it.
- Criteria of the chosen weakness:
 - Real.
 - Understandable.
 - Relatively harmless.
 - Work-related.

Examples

"I used to have some problems with **organization**. So now I carry a schedule book throughout the day and I also use this Palm Pilot to keep me on track. It worked out great!"

Examples

"Once in a while, I focus too much on the **details** of a project. So now, when I'm working on a project, I always make sure at the end of the day to sit back and take a few minutes to think about the general scope of my work. It forces me to keep priorities straight and helps me keep the right mindset."

Examples

- I tend to be a **perfectionist**.
- I sometimes work too hard, leading to unnecessary stress.
- Work life balance
- Used to do things all by myself, now I learned delegation

Work 5 minutes

- Write your own



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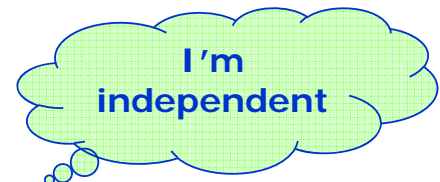
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Follow Up

What is your greatest strength

- This is a great question to SCAN your skills.
- Talk about your skills confidentially.
- Such as being able to plan and organize information.



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Preparation

Big Day

Follow Up

Work 5 minutes

- Write your own



Talent Impression

- Business is finally recognizing that huge part of its assets lie between the ears of its employees
- Most people they will be interviewing will be having the same skill set + or - 10%
- The thing that'll separate good from bad will be your talent
- Think Microsoft model !
- So you need to sit down and think about your talent/s

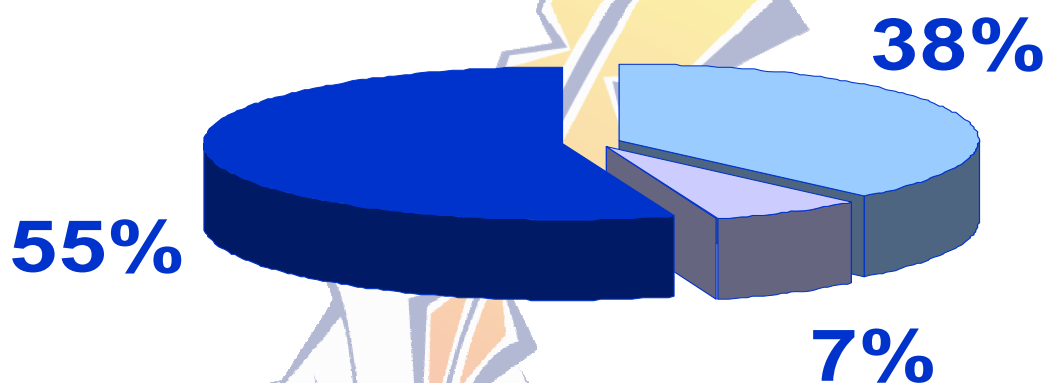
Impression management

You never get a second chance to make a First Impression



First Impression Elements

Using Body Language



Voice

Word

Appearance

Verbal Communication

- Greet the interviewer with a strong handshake
- Eye contact is an important component of the interview
- Always feel relaxed not confused or somewhat stressed

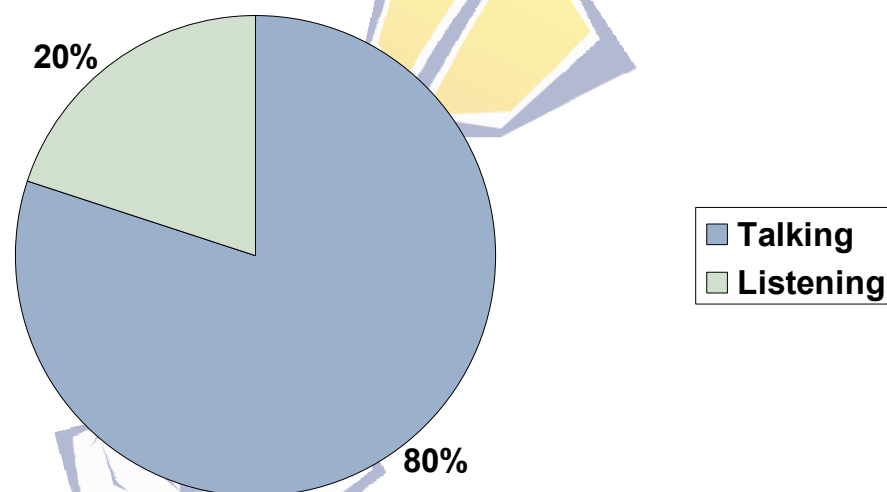
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Follow Up

Talking Vs. Listening time



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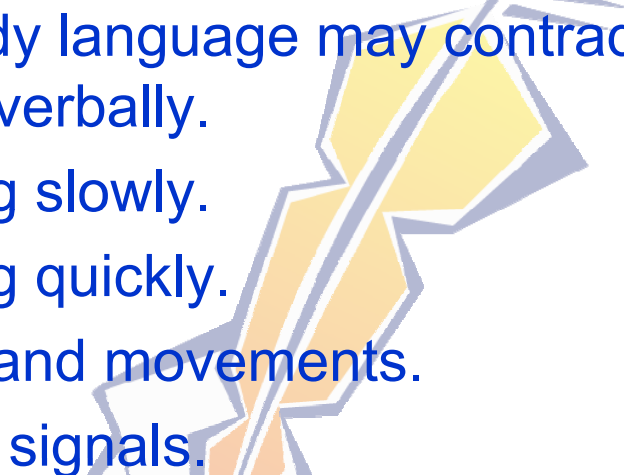
Follow Up

Body Language

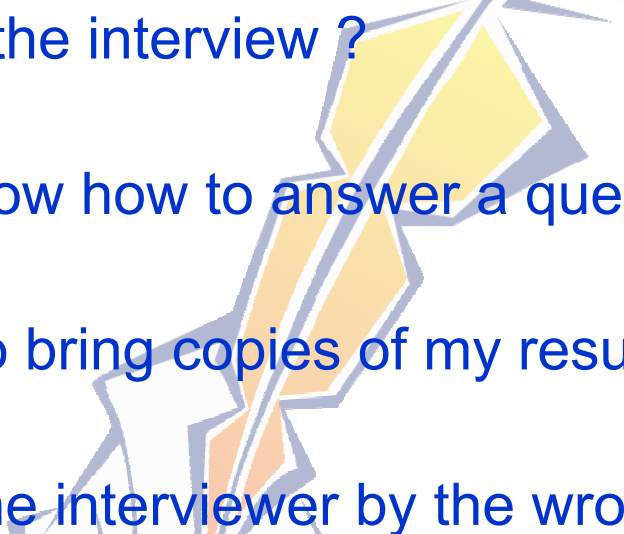
- Personal image is more than just clothes.
- Smile, make eye contact with all interviewers.
- Sit back in the chair to be comfortable and confident but don't lounge.
- **Keep still** (*fiddling, scratching, and arms in a knot indicate nervousness and defensiveness*)
- If you are very nervous, refuse tea or coffee (*a rattling cup is a giveaway*)
- Breathing out helps you to remain calm (*but breathing in makes your voice go higher!*)

Gestures

- Spatial gestures indicate openness.
- Leaning forward adds emphasis to a point.
- Leaning backward, to put distance between yourself and the interviewer.
- Touching your face means that you are stuck, lying or don't know.

- Your body language may contradict what you say verbally.
 - Speaking slowly.
 - Speaking quickly.
 - Watch hand movements.
 - Nervous signals.
- 

Worst Case Scenarios

- Late for the interview ?
 - Don't know how to answer a question ?
 - Forgot to bring copies of my resumes ?
 - Called the interviewer by the wrong name ?
- 

I am going to be late

WCS

- Take a deep breath, collect your thoughts and rehearse for the coming phone call.
- He will accept incidents of the 'couldn't be avoided' category.
 - What does he want to know ?
 - Why are you late ?
 - What is the realistic estimation of your time of arrival ?
 - Courteous apology.

Example

WCS

“Salam Alaikom. This is Mohamad Salah. I have an 11 a.m. interview today for the editor position. Unfortunately, my car has broken down. I should be able to get there in 25 minutes if that's OK. I apologize for the inconvenience and I wanted to inform you as soon as possible.”

I Don't Know how to answer !!

WCS

- That's really a good question.
- Don't use the ummms & ahhhs.
- Don't ask for time to think.
- Ask for clarification for the question or a difficult part of it.
- If you don't need it, don't ask for it.
(Molehill out of a mountain)
- Simply say, "Don't know the answer"

Forgot to Bring My Resume!

WCS

- Acknowledge it upfront.
- Give a practical excuse. (Lazy?)
- "I just wanted to let you know that I planned ahead to bring copies of my resume, but my printer didn't cooperate. It broke down on me. I can e-mail you a copy after the interview if that's OK."
- Make sure you have all emails that likes to have it.

I Called him by the Wrong Name!

WCS

- Reasons.
- “Mohamad, I'm sorry. I've met so many great people today, and I'm trying to put names with all the faces. Mohamad, I apologize.”
- Mention his name in the apology.
- What if the opposite happens ?

Ways to rescue dying interview

WCS

1. Smile
2. Ask Questions
3. Get Feedback
4. Compliments
5. You did everything ...

You did everything ...

You've done every effort to succeed but you still have the feeling it's not working!!

- Follow the advice:
 - Just do your best and move-on.
 - Don't worry about things you cannot control.

Do you have any questions for me?

- Yes, you do.
- You should have one or two.
- It shows that you:
 - Have been listening.
 - Made your research about the company.
- Never ask about salary, vacation days or other benefits.

Do you have question for me?

- Switch the focus from yourself to the interviewer.
- Let him do some of the talk.
- He might reveal one of the clues you need.
- Prepare your questions in advance.
 - *What's your favorite thing about working at this company?*
 - *How would you describe the working environment here?*
 - *What's a typical day like in the department?*
 - *Why this job is available?*
 - *What happened with your share price?*

Examples

- *Does this job usually lead to other positions at the company? What kind of positions?*
- *What do you like best about this company? Why?*
- *I'm very interested in this job. It's exactly the kind of job that I'm looking for. What is the next step in the interview process?*
- *If I got the chance what will be the career pathway*
- *What was last year % turn over ?*

End The Big day Journey



Interview Skills
Amr Fass 103

Preparation

Big Day

Follow Up

Follow Up




Interview Skills
Amr Fass 104

Preparation

Big Day

Follow Up

Closing remarks

- If you get the job, have a great sigh of relief. 
- If you don't get the job, then you have to evaluate the learning experience.
- *If you get to interview stage it means that you can do the job.*

Remember: they are looking for the right person for the job not the best person overall.

Negotiating the best Salary

**You never get what you deserve
You get what you negotiate**

Negotiating the best Salary

- Know your worth
- Know what you need
- Don't discuss until its offered
- Don't be vague
- Don't accept on the spot, go 24 hrs.
- Remember ! Everything is negotiable
- Go Fringe
- What are the intangibles worth?

Of all the things you wear, your expression is the most important
Janet Lane

Contd.,

- **What if roadblocks appear !**
 - *I still think the job is 2000 yet I have to prove my worth*
 - *Ask for short review periods*
 - *Show preference to job quality*
 - *When silence is golden coin*
 - *HR: We offer competitive salary, your reply: I offer competitive work level*

Negotiating the salary is an art that needs practicing

- **How much do you want?**
 - Your research here pops
 - Go logic range
 - **If You didn't like the offer**
 - *The salary is imp. To me **yet not as** the job itself that fits me and the contribution I'll deliver to your corp., I think in 2-3 years time I'll make this worth along the road.*

Finally



Things to do and Remember

- Do something unique or different
- Send a thank-you note
Thank u for the opportunity to meet you on Thursday. The position sounds quite interesting and challenging. I believe I can make a significant contribution. If you would like any additional information, please contact me at I'd welcome the opportunity to work for...
Sincerely,
Safroooooooooooooot
- Check with your reference b4 using them
- KISS

Attitudes to avoid

- Unwillingness to reveal yourself
قال اجعلني على خزائن الأرض إني حفيظ عليم "يوسف 55"
- Apologetic / Defensive
- Religion / politics discussion
- Anti-business views
- Avoid Bragging (شجاعة)
- Negativity

*Nothing great was ever achieved without **enthusiasm***
Ralph Waldo Emerson

*Don't forget to be yourself.
Looking natural and feeling confident is your
best asset.*

References;

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Ron Frey
- Interview power
Tom Washington
- Targeted Selection
- Interview for Success
Caryl & Ron Krannich
- Successful interview every time
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ان كنت استفدت من المحاضره





كيف تتواصل معي

- Dr. Amr El Fass
012 399 7822
amr.fass@gmail.com

Bayan President
جامع الصديق – مساكن شيراتون



Contact Details

- **Amr El Fass**
012 399 7822
amr.fass@gmail.com
- **Mohamad Rashed**
012 1056009
MRashed@Eshpetco.com

For Future Courses
HR T&D mobile : 012 1901904

Impression Management Technique

- Self Promotion 100%
- Personal stories 96%
- Opinion conformity 54%
- Entitlements 50%
- Other Enhancements 46%
- Enhancements 42%
- Overcoming Obstacles 33%
- Justifications 17%
- Excuses 13%