

MODULE 12

GETTING READY FOR JOB INTERVIEWS



Recruitment Interview

Group Task:

Make a list of several professions that you know and write them in your exercise books.
(Few examples have been done below)

1. Lawyer

2. Doctor

3. Engineer

4. _____

5. _____

6. _____

7. _____

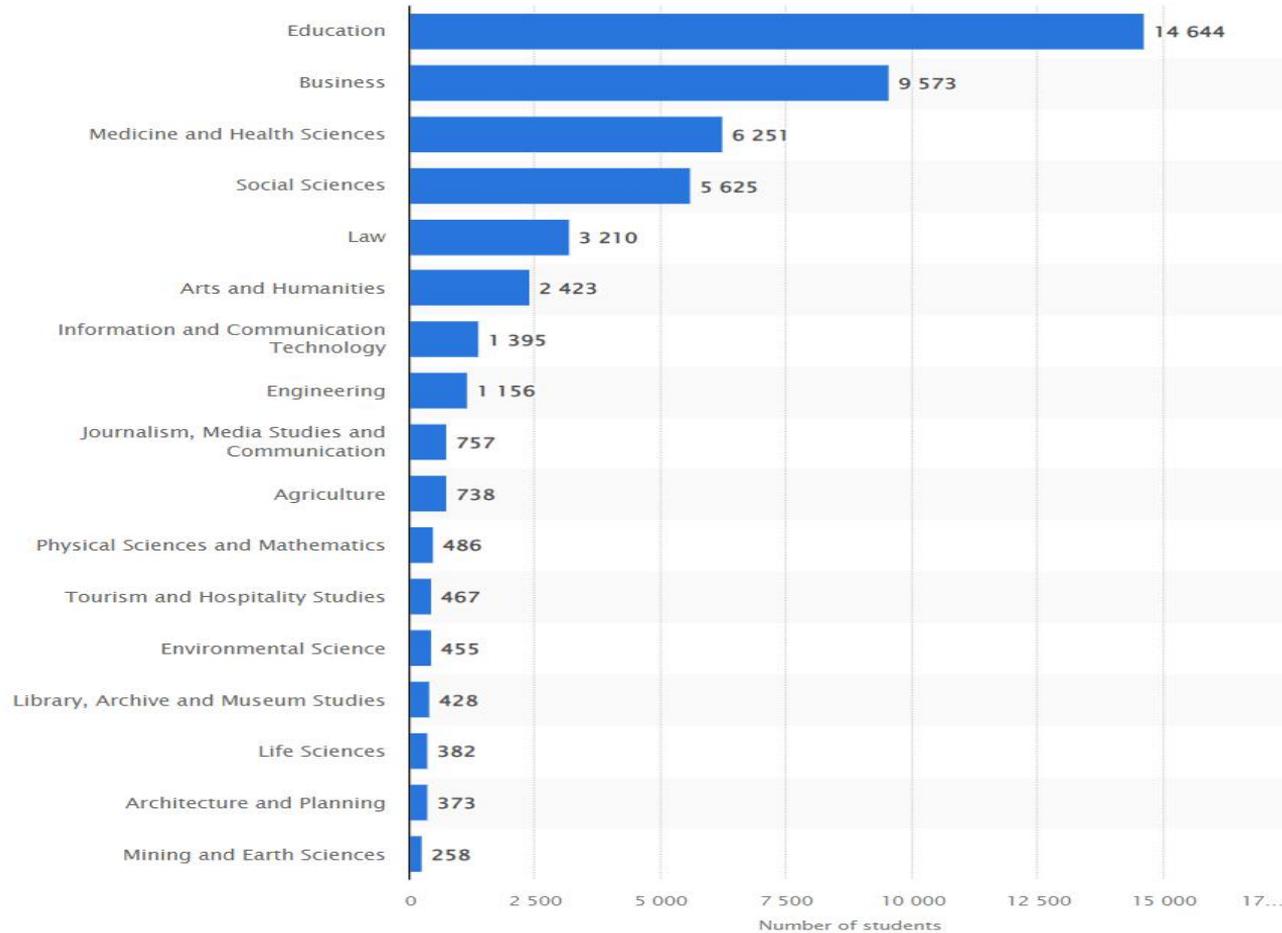
8. _____

9. _____

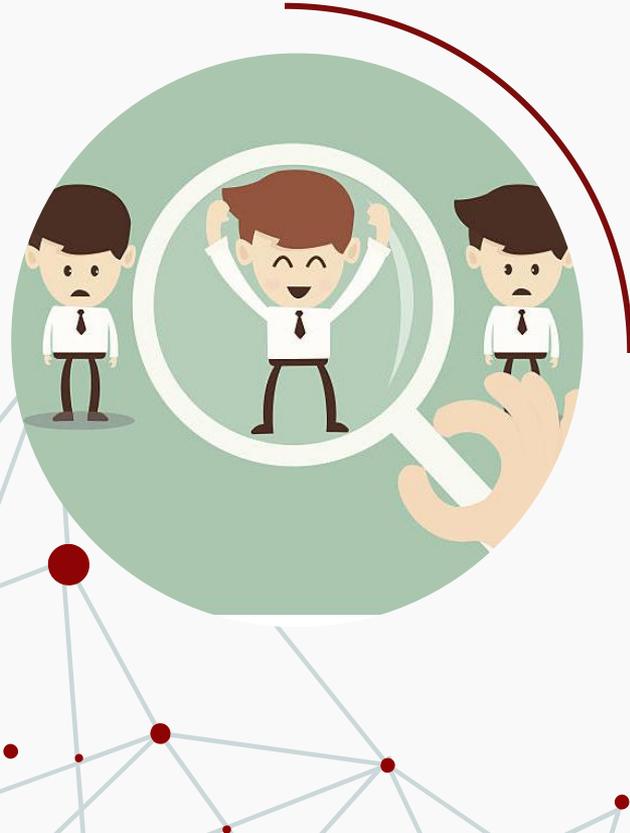
10. _____

Whom would you like to become when you grow up and why?

(Let club members answer this question in turns very briefly)



More than 50,000 University students in Tanzania graduate each year in different fields including education, business, social sciences, and arts.



With thousands of people graduating each year, it is obvious that there are not enough jobs to accommodate everyone. The question is, what do you need to do or have to be able to stand out and beat the rest?

WHAT IS A JOB INTERVIEW?

- A job interview is a procedure designed to obtain information from a person through oral responses to oral inquiries.
- According to Gary Dessler, “Interview is a selection procedure designed to predict future job performance based on applicants’ oral responses to oral inquiries.”
- It serves as the primary means to collect additional information on an applicant in order to decide if an individual should be interviewed further, hired, or eliminated from consideration.
- Job interviews are considered as an important part of the selection and hiring process. The suitability of the applicant can be clearly assessed through this process.

TYPES OF JOB INTERVIEWS

TYPE	WHAT TO EXPECT
Telephone Interview	A call from an employer to eliminate candidates based on essential criteria. An employer may call you without an appointment.
In-Person Interview	Used instead of a telephone screening interview. Provides an initial impression of your attitude, interest, and professional style.
Selection Interview	In-depth questions to evaluate your qualifications for the position and your ability to fit in. There may be more than one interview at this stage.
Behavioural Interview	The interviewer may ask questions that require you to describe how you have handled work-related situations. This provides more information about your behavior, personality, and character.
Video Conference Interview	Uses technology for a “person-to-person” interview by video. Allows people from different locations to interview you without traveling.



In-person Interview



Video Interview

HANDLING JOB INTERVIEWS

An interview is the most critical component of the entire selection process. You need to know what you should do and what you should not do.



The interview day is a big day you need to make the most out of it by making a good first impression

01

02

03

There are things you need to do before attending an interview.

Completing your interview day is not the end of the story. Discover what you need to do after leaving the interview room

BEFORE AN INTERVIEW



BE A

DETECTIVE

You need to find out everything you can about the company and its background before attending the interview. Understanding key information about the company you're interviewing with can help you go into your interview with confidence. Thoroughly reviewing the job description and using the company's website, social media posts and recent press releases will provide a solid understanding of the company's goals and how your background makes you a great fit.



PRACTICE, PRACTICE, PRACTICE

Think beforehand about how you can best demonstrate your skills and experiences in an interview. This can make you feel more confident on the day. Prepare your answer to the common question such as: "Tell me about yourself, and why are you interested in this role with our company?" Find someone you trust or who has experience in interviewing and conduct a mock interview. At the end of the interview, take any feedback they have on improving your performance.

BEFORE AN INTERVIEW

PLAN YOUR JOURNEY

Spend time prior to the interview working out how you'll get there. Look up public transport routes and timetables, or find out where you can park. Plan how long the journey will take. Do a practice run, if necessary. Aim to arrive about 15 minutes early. Arriving too early can confuse the employer and create an awkward situation. On the other hand, arriving late creates a bad first impression and may doom your chances right off the bat.

PREPARE STORIES TO TELL

Part of a successful job interview is your ability to market your experiences and skills as they relate to the job described, and a great way to do just that is by telling stories to illustrate your experiences and successes with those skills. Stories make you engaging, allow you to show off your personality and demonstrate good communication skills too. The job description combined with your research, should tell you which particular skills the employer values most

BEFORE AN INTERVIEW



DECIDE WHAT TO WEAR

Interviewers are inclined to first impressions, and one of the first things an interviewer will see of you is how you're dressed. Because you want to make sure your first impression is a good one, outfit should be relatively formal, so don't wear jeans, T-shirts, or sneakers. Make sure your clothes fit well, are not visibly worn out, and are comfortable to sit down in. If possible wear dark or neutral colours and keep accessories to a minimum. Avoid tight clothes.



DECIDE WHAT TO BRING

After you've decided what to wear, think about what you should bring along with you to the interview. It is best to assemble the items you are bringing along in a briefcase or similar professional-looking organizer. Remember, your first impression should be as a neat, organized, and prepared individual. Prepare an interview checklist

Interview outfits

DO

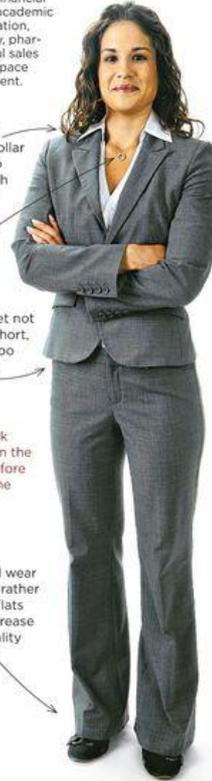
DON'T

Business casual

Business professional

This interview look would be appropriate for these industries: IT, startups, teaching, entry-level government positions, environmental engineering, aerospace (non-management), architecture, health-care/life-sciences research, social media, advertising/PR and retail.

This more formal interview look works for these industries: health-care management and sales, hospital administration, biotechnology, banking, personal financial services, academic administration, hospitality, pharmaceutical sales and aerospace management.



Detail adds interest but doesn't distract

Blouse color, collar style go well with the suit

Sweater and pants fit well

Minimal jewelry

Casual, yet polished

Jacket not too short, not too long

Pants are appropriate length for heels

Could wear heels rather than flats to increase formality

Tip: Avoid any bright or patterned clothing that may be distracting

Too tight

Cotton capris: too casual

Too informal; this would be a better outfit for shopping at Pike Place Market (with different shoes)



Necklace too large

Meet the experts

Local career experts Lisa Quast, CEO of Career Woman, Inc., and Josh Warborg, district president of Robert Half International, provided critiques of these outfits.

"Appropriate attire depends on the industry and company in which you will be interviewing, the geographic location and time of year."



Quast

"Suits in conservative colors, such as black, gray or navy, paired with light, solid-colored shirts are a safe choice."



Warborg

THE MEN'S INTERVIEW DRESS GUIDE

TECHNOLOGY / START UP



CREATIVE / DESIGNER



SALES



GOVERNMENT



HEALTHCARE / DOCTOR



FINANCE



BOWS-N-TIES

U N T E

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Interview Outfits for Men

BEFORE AN INTERVIEW

PREPARE PRINTOUTS

Even though they have your resume on file, many interviewers prefer seeing a physical copy during the interview. Print several copies out before your interview in preparation for them to ask. Additionally, if they ask any questions directly related to your resume, you can immediately reference it to address their questions or concerns. You may print any other supporting information, like references or a portfolio. Be prepared to leave printouts if asked to do so.

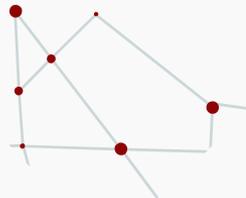
PREPARE YOUR QUESTIONS

Interviews are a two-way street. Employers expect you to ask questions: they want to know that you're thinking seriously about what it would be like to work there. Try to think of less obvious but interesting questions that will set you apart from other candidates. Some of these questions may include; Can you explain some of the day-to-day responsibilities this job entails?, What are the characteristics of someone who would succeed in this role? (see more questions)

Questions for the Interviewer

- Can you explain some of the day-to-day responsibilities this job entails?
- How would you describe the characteristics of someone who would succeed in this role?
- If I were in this position, how would my performance be measured? How often?
- What departments does this teamwork with regularly?
- How do these departments typically collaborate?
- What does that process look like?
- What are the challenges you're currently facing in your role?

(The group can think of more questions and add them to the list).



DURING THE INTERVIEW

BE ON TIME

On time means five to ten minutes early. If need be, drive to the interview location ahead of time so you know exactly where you are going and how long it will take to get there. Take into account the time of your interview so you can adjust for local traffic patterns at that time. Give yourself a few extra minutes to visit the restroom, check your outfit, and calm your nerves.

TRY TO STAY CALM

try to relax and stay as calm as possible. Remember that your body language says as much about you as your answers to the questions. Proper preparation will allow you to exude confidence:

As you answer questions, maintain eye contact with the interviewer. Be sure to pay attention to the question so that you don't forget it, and listen to the entire question before you answer. Avoid cutting off the interviewer at all costs, especially when he or she is asking questions. If you need to take a moment to think about your answer, that's totally fine.

DURING THE INTERVIEW

- **Score a success in the first five minutes:** Studies indicate that interviewers make up their minds about candidates in the first five minutes of the interview. Make the most of “Tell me about yourself” query.
- **Start off with a positive comment about the company** – something like, "I've really been looking forward to this meeting
- **Be assertive and take responsibility for the interview.** Don't make the mistake of just sitting there waiting for the interviewer to ask you more questions to find out your potential. It's your responsibility to make sure the interviewer walks away knowing your key selling points.
- **Make your selling points clear.** don't bury your selling points in long-winded stories. Instead, tell the interviewer what your selling point is first, then give the example.
- **Close on a positive note.** Tell the interviewer that you'd really, really like the job – that you were excited before the interview and are even more excited now, and that you're convinced you'd like to work there. Remember to thank the interviewer for their time and establish a rapport.



Maintain eye contact and have a positive and friendly attitude

DURING THE INTERVIEW

FIND OUT WHAT HAPPENS NEXT

When closing the interview ask for information about the next stage in the hiring process. Ask when you can contact the company to find out the status of your application. By asking when you can make the call rather than when you can expect to hear from them gives you an element of control over the follow up process. It also demonstrates a proactive, professional approach.

GET ALL THE NECESSARY CONTACT INFORMATION

Make sure you have the full name and title of the interviewer plus his/her contact details. Ask for a business card or get it from reception. Find out from Human Resources after the interview if you forget! You need this information for your interview thank you letter and to make the follow up call. Know who you should contact to find out about your application after the interview - it isn't always the interviewer.

DURING THE INTERVIEW

REVISIT THE INTERVIEW

Assess what happened in the job interview and jot down notes. What were positive areas that you can reinforce and what areas need to be addressed further or improved? Use these details to write a thank you letter that is well considered and relevant to the specific job interview.

WRITE AND SEND A THANK YOU NOTE

The reality is that a large percentage of job interview candidates neglect this vital step in the interview follow up process. Send a professionally written and relevant thank you letter within 24 hours of the interview. Use your notes to reinforce your suitability in the interview thank you letter and to address any concerns that may have come up during the interview. Express your enthusiasm for the job and company. Make sure you have addressed the recipient correctly and find out the best way to send the interview thank you note - email, post or by hand

DURING THE INTERVIEW

CONTACT YOUR JOB REFERENCES

The company will probably contact one of your job references to do a telephonic reference check. Alert your references and give them some details about the job and the company so they are well prepared to provide the best references possible for you. Follow up with an email to find out how the reference check went and thank them for providing the reference.

CONNECT ON SOCIAL MEDIA BUSINESS SITES (LinkedIn)

If you're on any business networking social sites, see if you can connect with your interviewer after the interview. If they accept your request, it could be an indicator they are interested in learning more about you. This is an essential part of growing your personal network. Even if you end up in a different position with a different company, growing your network is beneficial and helps you stay poised for future opportunities.

DURING THE INTERVIEW

SEND ANY SUPPORTING DOCUMENTS

If there are any supporting documents required, send those post-interview. This could be a page of references, a written assessment or maybe even consent forms to run various checks as part of the pre-screening process. Getting these back in a timely fashion should be a top priority.

MAKE THE FOLLOW-UP CALL

It is advisable to follow up with a call or email after a couple of days. If you have been given a specific time frame work within that. Do not wait for the company to contact you.

There is nothing desperate about making a professional follow up call after the interview to ask about the status of your application - rather it demonstrates enthusiasm and tenacity.



Thank the interviewers for their time as you leave the room



**HOW TO ANSWER
INTERVIEW
QUESTIONS**

ANSWERING INTERVIEW QUESTIONS

- One of the most important parts of interview preparation is being ready to respond effectively to the questions that employers typically ask..
- Most of these interview questions are so common thus, hiring managers will expect you to be able to answer them smoothly and without hesitation.
- In this module, you will find some of the most frequently asked interview questions and sample answers. Prepare your responses based on your experience, skills, and interests. Remember that it's less about providing the “right” answers and more about demonstrating that you're the best candidate for the job.



TIP: You don't need to memorize your answers, but you should think about what you're going to say so you're not put on the spot.

COMMON INTERVIEW QUESTIONS WITH SAMPLE ANSWERS

01 Can you tell me/us about yourself?

Ans: This is one of the first questions you are likely to be asked. Be prepared to talk about yourself, and why you're an excellent fit for the position. Answer questions about yourself without giving too much, or too little, personal information. You can share some of your personal interests and experiences, a favourite hobby or a brief account of where you grew up, your education, and what motivates you.

02 Why should we hire you/why are you the best candidate for the job?

Ans: The hiring manager wants to know whether you have all the required qualifications. Be prepared to explain why you're the applicant who should be hired. Make your response a confident, concise, focused pitch that explains what you have to offer and why you should get the job. This is a good time to review the qualifications and the requirements in the job listing, so you can craft a response that aligns with what the interviewer is looking for.

REFERENCE VIDEOS



[Click Here to watch this video](#)



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COMMON INTERVIEW QUESTIONS WITH SAMPLE ANSWERS

03 Why do you want this job?

Ans: What would you accomplish if you were hired? This interview question gives you an opportunity to show the interviewer what you know about the job and the company, so take time beforehand to thoroughly research the company, its products, services, mission and culture. Be specific about what makes you a good fit for this role, and mention aspects of the company and position that appeal to you most.

04 How has your experience prepared you for this role?

Ans: Hiring managers use this question to learn how your previous work experience and educational background fit the job. To prepare to respond, make a list of the most relevant qualifications you have and match them to the requirements listed in the job description. You don't need to memorize your answers, but do be ready to share what you've accomplished in your previous roles.

REFERENCE VIDEOS



[*Click Here to watch this video*](#)



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COMMON INTERVIEW QUESTIONS WITH SAMPLE ANSWERS

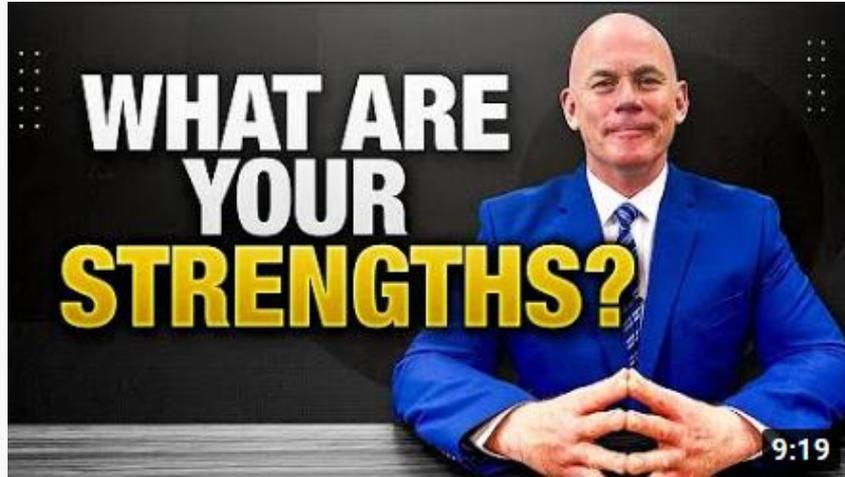
05 What Is Your Greatest Strength?

Ans: When you are asked about your greatest strengths, it's important to discuss the attributes that qualify you for that specific job, and that will set you apart from other candidates. When you're answering this question, remember to “show” rather than “tell.” For example, rather than stating that you are an excellent problem solver, tell a story of a previous situation that demonstrates your strength.

06 What Is Your Greatest Weakness?

Ans: This question is also another opportunity to show the hiring manager that you're well qualified for the job. In addition to learning whether you've got the right credentials, the hiring manager wants to know whether you can take on challenges and learn new tasks. Do your best to frame your answers around positive aspects of your skills and abilities as an employee, turning seeming “weaknesses” into strengths.

REFERENCE VIDEOS



[Click Here to watch this video](#)



[Click Here to watch this video](#)

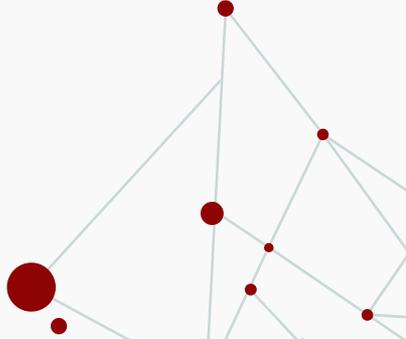
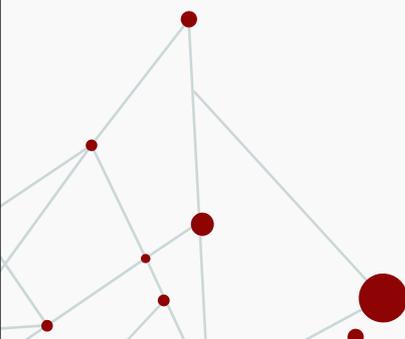
Exercise/Deliverables

- The club members should prepare themselves for a role-play on job interviews for the next session on any industry and any position.
- Choose various companies of your own and various positions of your own choices.
- The club coordinator or club leader should select few members to act as interviewers and few members to act as interviewees. Act out the role play before other club members and assess what was done right and what was done wrong.
- This task will prepare club members and will help build confidence for future interviews.

NB: Remember to record the role-play and send to Unite.

**“Do what you can, with what you
have, where you are.”**

—THEODORE ROOSEVELT



THANK YOU

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