

## **Learning how to handle the interview**

It's very important to know the interview techniques, so you need to have counseling and advice before taking your self in to the interview.

Before the interview do the following.

Be positive and confident, but no over-confident.

Be well informed about the company its record and achievements.

About the job and why you want

Prepare your clothes; you should look neat and well dressed.

Listen carefully, when you are in the interview room, there are panels that every one prepared to ask a question so you should keep listening; listening carefully will help you to understand the question and think properly. If you don't

understand the question ask to repeat or paraphrase.

Keep the eye contact.

## **Types of Interviews**

**Screening** – Short, first interviews. First impressions are crucial.

Conducted over the phone, on campus, or at the organization

**On-site Interviews** – Takes place at the organization. Usually talk to several people while there. Appropriate to ask for the agenda in advance so you can prepare and learn names of people you will be meeting.

## **Commonly Asked Interview Questions (small sample)**

### **Personal Assessment and Career Direction**

How would you describe yourself?

Why did you choose this career?

What motivates you to put forth your greatest effort?

Why should I hire you?

In what kind of work environment do you feel most comfortable?

How would you describe your ideal job?

### **Work attitudes**

How do you define success?

What qualities should a successful manager possess?

Define the relationship that exists between a supervisor and supervisee.

What is the best type of compensation structure?

## **Academic Assessment**

Describe your most rewarding college experience.  
Why did you select your college or university?  
What led you to choose your field of major study?  
How would you have planned your academic study differently if you could?  
Do you have plans for continued study? An advanced degree?

## **Knowledge of Employer**

Why did you decide to seek a position with this organization?  
What contributions do you think you could make to this organization?

## **Sensitive Issues**

You seem overqualified for this position. Can you explain why you applied?  
How much do you think this position pays?  
What is the hardest job you have ever performed?

## **Behavioral Questions**

If your supervisor were setting impossible deadlines, what would you do?  
How would you handle a situation where your direct supervisor asked you to do something that was not consistent with your professional judgments?

## **Questions to Ask the Interviewer**

What are the responsibilities of this position?  
What are the reputations, academic training, and tenures of employees in this department?  
Do you support professional development? How?  
What are the established guidelines and procedures for making decisions in this position?  
How is performance measured in this position? How often is it measured?  
What happens next