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EISTI

ING 2

CV Cover Letter Workshop

October 2017

Interviewing for a Job

- 1. What you wished you'd known before the job interview!**
- 2. Typical Questions**
- 3. Atypical Questions**
- 4. Interview evaluations**

What You Wish You'd Known Before Your JOB INTERVIEW

Common nonverbal mistakes made at a job interview

From a survey of 2000 bosses

- 21%** — Playing with **hair** or touching face
- 47%** — Having little or **no knowledge** of the company is the most **common mistake** job seekers make during interviews
- 67%** — Failure to make **eye contact**
- 38%** — Lack of **smile**
- 33%** — **Bad posture**
- 21%** — **Crossing arms** over their chest
- 9%** — Using too many **hand gestures**
- 26%** — **Handshake** that is too weak
- 33%** — **Fidgeting** too much

In a survey of 2000 bosses **33%** claimed that they know within the first **90 seconds** of an interview whether **they will hire someone**



The average length of an interview is **approximately 40 minutes**

Statistics show that when meeting new people the impact is:

- 7%** From what we **actually say**
- 38%** The quality of our **voice grammar** and overall **confidence**
- 55%** The **way we dress, act** and **walk** through the door

Clothes

- Bright colors** are a turnoff
- 70%** Employers claiming they don't want applicants to be **fashionable or trendy**.
- 65%** Of bosses said **clothes** could be the **deciding factor** between two similar candidates.

Top Ten Most common mistakes made at a job interview

- 10** **Over-Explaining Why You Lost Your Last Job**
- Conveying That **You're Not Over It** **9**
- 8** **Lacking Humor, Warmth, or Personality**
- Not **Showing Enough Interest** or Enthusiasm **7**
- 6** **Inadequate Research** About a Potential Employer
- Concentrating Too Much on **What You Want** **5**
- 4** **Trying to Be All Things to All People**
- "**Winging**" the Interview **3**
- 2** Failing to **Set Yourself Apart** From Other Candidates
- Failing to Ask For the Job** **1**

Most common tips about interviewing

- 4** **Learn** about the organization
- Have a **specific job** in mind **3**
- 2** Review **your qualifications** for the job
- Be ready to **briefly describe your experience** **1**

5 questions most likely to be asked

- Tell me about** your experience at _____ **5**
- 4** Why do you **want to work for us?**
- What do you **know about our company?** **3**
- 2** Why did you **leave your last job?**
- Tell me about yourself** **1**

How would you answer these common job interview questions?

- 1. How do you handle criticism?**
- 2. What do you think of the last company you worked for?**
- 3. Do you have any questions for me?**
- 4. Why do you think you will be successful at this job?**
- 5. How do you see yourself 5 years from now?**
- 6. What do you look for in a manager or boss?**
- 7. Will you put the interests of the organization ahead of your own?**
- 8. What motivates you to do your best while working?**
- 9. What is more important, the money or the work?**
- 10. How will you compensate for your lack of experience?**
- 11. What irritates you about co-workers?**
- 12. What would you rather do, follow or lead?**
- 13. Are you a team player?**
- 14. How long would you work for us?**
- 15. What do coworkers say about you?**
- 16. Why should we hire you?**
- 17. What are your strengths?**
- 18. What are your weaknesses?**
- 19. Tell me about yourself?**
- 20. Tell me about your dream job?**
- 21. What is your philosophy towards work?**
- 22. Do you consider yourself successful?**

After you have been working for awhile

- Why have you been unemployed for so long?**
- Describe your management style?**
- Why did you leave your last job?**

Unusual questions

Before answering a question you feel is odd, take a deep breath and think for a moment or two, then answer candidly. Remember to think about the company's motivation is for asking that question, then find an answer that is both true and professionally savvy.

In class interview assignment notes

Prepare your answers for the interview tomorrow.

Each team meets together before the interview to discuss the candidates, and choose 3 - 5 questions to ask him or her. The interview will last only 15 minutes. The monitor (me) will keep the time frame. You will be judged on your preparedness.

You may be asked another question which is not on the primary list!

1. How do you handle criticism?

The key here is to point out that criticism is the best way to improve. Mention that you never take it personally and give some examples from your past.

2. What do you think of the last company you worked for?

No matter how much you hated your last job it was a great platform that helped you improve your skills...period.

3. Do you have any questions for me?

You always want to have a few. It shows that you did your research and are interested.

4. Why do you think you will be successful at this job?

Highlight the similarities between the job requirements and your skill set. If there aren't many, either apply elsewhere or improvise.

5. How do you see yourself 5 years from now?

Relate this one to the objective line of your resume and act like you have a vision, even if you can barely figure out tomorrow's breakfast.

6. What do you look for in a manager or boss?

This is not the time to be specific. Broad answers like "fair" and "encouraging" will come in handy.

7. Will you put the interests of the organization ahead of your own?

It should go without saying, but unless you have a very "google-esque" and off-the-wall interviewer anything but a "yes" is sure to land you back in the job market.

8. What motivates you to do your best while working?

Good ideas: work environment, discipline, integrity. Bad idea: the salary

9. What is more important, the money or the work?

They both are. Sure, for the last question you deliberately avoided mentioning the salary but you don't have to downplay the fact that you get a paycheck either. Besides, you don't want to smooch too much.

10. How will you compensate for your lack of experience?

This is the question relevant to most young job seekers today. Just because you have less experience doesn't mean you shouldn't apply. During the interview highlight similar roles or jobs you have held even if they aren't exactly related.

11. What irritates you about co-workers?

Every workplace has the possibility of drama. In your case the best thing to do would be to mention that you specifically make a point to get along with everybody. See the deflection? You're well on your way to be a politician...

12. What would you rather do, follow or lead?

It's a good idea to point out your leadership experience *or* capabilities but also mention that you don't mind following if necessary.

13. Are you a team player?

Once again, anything but a yes will seal your fate. Make sure you give examples of teams you've worked on. Always give examples.

14. How long would you work for us?

You don't have to give a specific timeline, just don't make it sound as if you're going to leave next week. You want to stick around for a while.

15. What do coworkers say about you?

Scan your brain for anything good that anybody has ever said about you and be truthful. If you can't think of anything then you have bigger problems than just finding a job.

16. Why should we hire you?

Whatever you do, just don't compare yourself to other interviewers.

17. What are your strengths?

We've mentioned it before, but give examples. Specific examples are even better.

18. What are your weaknesses?

Ideally you want to mention weaknesses that are either strengths in disguise, or weaknesses that can easily be improved upon.

19. Tell me about yourself?

There are two approaches you can take here. Either you can go deep and come out with a sap story or you can stay superficial and talk about work related things. Common wisdom suggests the latter.

20. Tell me about your dream job?

Don't be specific. Stick to broad generalizations like a great environment, etc.

21. What is your philosophy towards work?

It's probably best to avoid adjectives here. Talking about basic values you have adopted in past workplaces or the energy that you can bring to the team would be better choices.

22. Do you consider yourself successful?

Yes. You should. Success doesn't have to mean conquering the world. Describe your accomplishments and things you are proud of.

After you have been working for awhile

- **Why have you been unemployed for so long?**

Whatever your reason, make it sound like you have been productive and actively attending classes or improving your knowledge. Employers just don't want lazy bums.

- **Describe your management style?**

Something along of the lines of "leading by example" might be good. And speaking of examples, use them.

- **Why did you leave your last job?**

You may have hated your boss, hated your coworkers, and hated everything else too but if you didn't leave for positive reasons you might as well wrap up the interview now.

Curious interview questions

1. What is the last book you read?
2. What is your favorite drink?
3. How would you rate your memory?
4. *How would you direct someone else on how to cook an omelet*
5. What did you want to be when you were 10 years old?
6. List 3 positive character traits you DON'T have.
7. Teach me something I don't know in the next five minutes.
8. You've been given an elephant. You can't give it away or sell it. What would you do with it?
9. A penguin walks through that door right now wearing a sombrero. What does he say and why is he here?
10. If you were a tree (or animal) what kind of tree (animal) would you be?
11. If you were a *Star Wars* character, which one would it be?
12. What would I find in your refrigerator right now?
13. If you could trade places with any other person for a week, famous or not, living or dead, real or fictional, with who would it be?
14. What was the last movie you went to see/favorite movie/favorite song?
15. How would you explain a database in three sentences to your eight-year-old nephew?
16. How many gas stations would you say there are in France?
17. If you could be any character in fiction, who would you be?
18. If Hollywood made a movie about your life, who would you like to play the lead role?
19. If you could be a superhero, what would you want your superpowers to be?
20. If you had only six months left to live, what would you do with the time?
21. If you were a type of food, what type of food would you be?
22. *What do you think of garden gnomes?*

23. If you were a car, what kind would you be?
24. Who do you like best, your mom or dad?
25. What kind of people do you dislike?
26. What makes you angry?
27. How many close friends do you have?
28. What are the first three things you'd do on your first day at work here?
29. What were the causes of World War 2?
30. Can you describe an atom?
31. How would you describe yourself in three words?
32. How would you design a spice rack for a blind person?
33. Tell me about the worst boss or teacher you ever had.

Interview evaluation

Time begun		Time ending		Date		<i>complete</i>							
Names					Class								
Candidate													
Interviewers	1												
	2												
	3												
	4												
Interview Questions	1												
	2												
	3												
	4												
Body Language 1	Did the candidate exhibit any distracting body language?												
1	1	2	3	4	5	6	7	8	9	10	/10		
	Yes					No							
Body Language 2	Did the candidate have good eye contact, shake hands correctly, etc.?												
2	1	2	3	4	5	6	7	8	9	10	/10		
	No					Yes							
Attitude	Did the candidate seem confident?												
3	1	2	3	4	5	6	7	8	9	10	/10		
	No					Yes							
Language	Did the candidate speak with the correct voice, appropriate grammar and language?												
4	1	2	3	4	5	6	7	8	9	10	/10		
	No					Yes							
Question 1	Did the candidate answer the question completely, to your satisfaction?												
5	1	2	3	4	5	6	7	8	9	10	/10		
	No					Yes							
Question 2	Did the candidate answer the question completely, to your satisfaction?												
6	1	2	3	4	5	6	7	8	9	10	/10		
	No					Yes							
Question 3	Did the candidate answer the question completely, to your satisfaction?												
7	1	2	3	4	5	6	7	8	9	10	/10		
	No					Yes							
Question 4	Did the candidate answer the question completely, to your satisfaction?												
8	1	2	3	4	5	6	7	8	9	10	/10		
	No					Yes							
Of the 4 candidates	Would you choose this candidate over the previous one?												
9	1	2	3	4	5	6	7	8	9	10	/10		
	No					Yes							
Preparation	Did the candidate seem to know the company and the job?												
10	1	2	3	4	5	6	7	8	9	10	/10		
	no					Yes							
				/100				/5	=				/20
Comments													