

# STRATEGIC CAREER SKILLS

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# JOB INTERVIEWS

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- A job interview is a process in which a potential employee is evaluated by an employer for prospective employment in their company, organization, or firm.
- During this process, the employer hopes to determine whether or not the applicant is suitable for the job.

# PREPARING FOR INTERVIEWS

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- Research the company
- Share examples of achievements
- Describe the Situation, the Task, the Action you took and the Results of your action.
- Assemble relevant information beforehand
- Re-read your resume and the job ad as a refresher.
- Check yourself in a full-length mirror before the interview

# PREPARING FOR INTERVIEWS

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- Rehearsing for your Interview
- Rehearse your answers out loud before the interview to test how well prepared you are
- Identify any gaps in your delivery and answering techniques
- Rehearse with a real person. Your rehearsal partner can provide you with feedback and constructive criticism which is vital to improving your chances for success
- Rehearsing will help you build your confidence and delivery technique
- Rehearse multiple times until you feel your answers are flowing.

# PREPARING FOR THE INTERVIEW

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- Researching the Company
- Research the company and speak about what you know about the company during interview
- Use the internet, catalogues, and other sources of information to find out as much as possible
- Speak to people that works in the company to find more about out the culture and working environment
- Research the company (using published materials and contacts)



# DRESSING FOR THE INTERVIEW

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- Whether you're going for a blue collar job or a white collar job, a creative role or a business role, there is one general rule when it comes to what to wear: dress up.
- The general consensus amongst the recruiters is that dressing to impress for that first job interview not only tells the interviewer you are serious about the job but also that you're serious about yourself.
- Even in cases where the company culture allows casual dress every day or where the role requires you to wear work denims, it's still a good idea to dress in formal office gear for the initial job interview.

# DRESSING FOR THE INTERVIEW

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- Dressing for the Interview
- For a white collar role, a crisp business suit and tie with formal shoes for men and business suit with either skirt or pants for women is recommended.
- As a general rule, take extra care with your appearance for a job interview. Make sure your clothes are clean and ironed.

# ARRIVING ON TIME

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- Be on time! This means not only don't be late, but don't be too early, and don't arrive too late
- 10 minutes early is good.
- Smile.
- Make eye contact and give a firm handshake.



# BODY LANGUAGE IN INTERVIEWS

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- Good Eye Contact
- Smile
- Open Body Language
- Don't slouch
- Don't be too erect
- Make sure your eyes sparkle
- Be engaged

# BODY LANGUAGE IN INTERVIEWS

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- Matching your communication style to that of the interviewer.
- Listen carefully to the interviewers questions
- Avoid interrupting the interviewer.
- Try not to use jargon in your answers or questions.
- Maintain Good eye contact with your interviewer.
- Smile. Look as if you are enjoying the conversation.
- Have a Confident posture.
- Keep all your answers positive.
- Ask the interviewer questions when the opportunity arises

# COMMON INTERVIEW QUESTIONS

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- Tell me about yourself
- Why did you leave your last job?
- What experience do you have in this field?
- Do you consider yourself successful?
- What do co-workers say about you?
- What do you know about this organization?
- What have you done to improve your knowledge in the last year?
- Are you applying for other jobs?
- Why do you want to work for this organization?

# GROUP DISCUSSION

- Group discussion is define as form of group communication in which the participants share ideas and exchange information on a common topic.
- In this form of communication, a particular number of people meet face to face and through free oral interaction, originate, share, and discuss ideas to arrive at a decision or solution to a problem.
- Group discussions are widely used in many organizations for decision making and problem solving.
- They are also used as a personality test for evaluating several candidates.
- The participants sit facing each other almost in a semi-circle and express their views on the given topic/issue/problem.

# TYPES OF GROUP DISCUSSION

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- Types of Group Discussion
- GDs can be topic-based or case-based.
- Topic based GD can be classified into three types: 1. Factual Topics 2. Controversial Topics 3. Abstract Topics
- Another variation is the use of a case instead of a topic. The case study tries to simulate a real-life situation. Information about the situation will be given to you and you would be asked as a group to resolve the situation.



# WHAT TO DO IN A GD?

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- Speaking is important; do not sit Silently. Speak freely.
- Do not monopolize the conversation or talk too much.
- Give everyone a chance to speak.
- Maintain eye contact with everyone in the group.
- Show active listening skills.
- Do not interrupt anyone while they are speaking.
- Keep the topic on track and don't be irrelevant.



# WHAT TO DO IN A GD?

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- Encourage someone who is silent to talk.
- Do not argue with anyone.
- Do not debate with anyone, while the group looks on.
- Do not repeat what has been said; be attentive; try to develop on ideas expressed or give out new ideas.
- Clarify your doubts and then proceed.
- Be brief.
- Do not commit grammatical errors while talking

# SKILLS TESTED IN GD

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- Team player
- Reasoning
- Leadership
- Flexible
- Assertiveness
- Initiative
- Creativity (out of the box thinking)
- Inspiring ability • Listening • Awareness