



# Basics for effective JOB INTERVIEWS



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# Why job interviews are important?

- ▶ Speaking skills
- ▶ Check the confidence level
- ▶ Social behaviour is analyzed
- ▶ The body language and the smartness of the individual
- ▶ Quality of answers is tested
- ▶ Additional information can be gathered
- ▶ Intellect and knowledge is judged
- ▶ The expectations of the applicant become known



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# 6 Interview Types You Must Know as a Candidate



- Traditional one on one job interview
- Panel Interview
- Behavioral Interview
- Group Interview
- Phone Interview
- Lunch Interview



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# Job interview questions:



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# 1. "Tell me a little about yourself."



Not just what you've done, but also *why*



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## 2. "What are your biggest weaknesses?"

Choose an actual weakness, but one you're working to improve



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### 3. "What are your biggest strengths?"

Don't just claim to have certain attributes -- prove you have those attributes. Provide examples pertinent to the opening



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## 4. "Where do you see yourself in five years?"

"What business/new entity would you love to start?"



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## 5. "Out of all the candidates, why should we hire you?"

Follow-up questions. Examples



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# 5 Questions You Cannot be Asked in an Interview

These questions seem innocent but can be considered illegal.

1. **Is this your married name?** - questions about marital status or your spouse are illegal
2. **I like your accent, where are you from?** - questions about your place of birth or race are illegal
3. **How old are your kids?** - any questions about existing or future kids are illegal
4. **Do you smoke?** - you can't be asked if you smoke or drink
5. **Do you belong to any groups outside work?** - this can lead to disclosure about your religion and political affiliations which is not something the employer can ask about

[www.best-job-interview.com](http://www.best-job-interview.com)



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## 6. "How did you learn about the opening?"

You know about the job because *you want to work there*



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## 7. "Why do you want *this* job?"



The position is a perfect fit for what you hope to accomplish, both short-term and long-term



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## 8. "What do you consider to be your biggest professional achievement?"

Talk about an underperforming employee you "rescued," or how you overcame infighting between departments



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**9. "Tell me about the last time a co-worker or customer got angry with you. What happened?"**

Every business needs employees who willingly admit when they are wrong



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## 10. "Describe your dream job."



Don't be afraid to admit that you might someday move on



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## Common nonverbal mistakes made at a job interview

From a survey of 2000 bosses

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



**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

Failure to make **eye contact** **67%**

Lack of smile **38%**

Bad posture **33%**

**21%** —  
Crossing arms over their chest

**9%** —  
Using too many **hand gestures**

Handshake that is too weak **26%**

**33%** —  
Fidgeting too much

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.



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# 11. "Why do you want to leave your current job?"



Be positive. Talk about ways you want to grow



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## 12. "What kind of work environment do you like best?"

Find ways to highlight how the company's environment will work well for you -- and if you can't find ways, don't take the job



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# 13. "Tell me about the toughest decision you had to make in the last six months."

The best candidates naturally weigh all sides of an issue, not just the business or human side exclusively



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## 14. "What is your leadership style?"



Explain what you did and that will give the interviewer a great sense of how you lead



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# 15. "Tell me about a time you disagreed with a decision. What did you do?"



Every company wants employees willing to be honest and forthright, to share concerns and issues, but to also get behind a decision and support it as if they agreed, even if they didn't



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## 6 Smart Questions to Ask the Interviewer

What skills does the ideal candidate for this position have?

How is performance measured in this job?

Can you describe a typical day for this position?

What are the immediate challenges a recruit faces in this job?

What do you like most about working for this company?

What are the company's biggest challenges currently?



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## 16. "Tell me how you think other people would describe you."



If I say I will do something, I do it. If I say I will help, I help. I'm not sure that everyone likes me, but they all know they can count on what I say and how hard I work



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# 17. "What can we expect from you in your first three months?"



If use this general framework:

- You'll work hard
- You'll learn
- You'll focus
- You'll make a difference



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## 18. "What do you like to do outside of work?"



Focus on activities that indicate some sort of growth



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## 19. "What was your salary in your last job?"



Ultimately your answer won't matter too much, because you'll either accept the salary offered or you won't



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**20. "A snail is at the bottom of a 30-foot well. Each day he climbs up three feet, but at night he slips back two feet. How many days will it take him to climb out of the well?"**

Don't be afraid to laugh at yourself if you get it wrong



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## 21. "What questions do you have for me?"



You're also interviewing the company



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## 22. "What do you expect me to accomplish in the first 90 days?"



Great candidates want to hit the ground running



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## 23. "What are the three traits your top performers have in common?"

- 1) You want to know if you will fit in
- 2) If you do fit in, you want to know how you can be a top performer.



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## 24. "What *really* drives results in this job?"

Helping the company succeed means you will succeed as well.



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**25. "What are the company's highest-priority goals this year, and how would my role contribute?"**

Great candidates want a job with meaning,  
with a larger purpose



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# Prepare well to present yourself well:

- Know yourself and how your skills match up with the position
- Make sure you're very clear on what you can bring to the company
- Research the company beforehand
- Dress neatly and conservatively
- Gather your supplies
- Arrive a few minutes early



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**Wish you  
very successful  
job interviews!**



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