

Career Services Quick Tips

INTERVIEWING SKILLS



»» THE PURPOSE OF AN INTERVIEW: ««««

Keys to successful interviewing

An interview is a meeting with an objective:

- ✓ The employer's objective is to find the best person for the job:
 - Can you do the job? (Skills, abilities & motivation)
 - How will you fit into the organisation? (Personality)
- ✓ Your objective is to impress the employer and assess the position on offer:
 - What does this position offer me?
 - How does it fit with my career plans and objectives?
- ✓ An interview is an opportunity for you to demonstrate that you are the most suitable candidate for this position.

BEFORE THE INTERVIEW: THE 3 P'S

1 PLAN

- ✓ Decipher the job advert.
- ✓ Call beforehand to gain as much information as possible e.g.
 - What are the interviewers' names?
 - What do the interviewers' positions, within the company, entail?
 - What type of interview will be conducted?
 - Will there be more than one interview?
 - What is the duration of the interview?
- ✓ Make sure to verify all the relevant logistics.
- ✓ Make sure to have all the relevant documentation with you.

2 PREPARE

- ✓ Research the industry.
- ✓ Research the company.
- ✓ Research the job title as well as tasks associated with the position.
- ✓ Prepare possible questions based on this research.
- ✓ Know your CV and career objective well.
- ✓ Highlight the two-way relationship, make sure that the contribution you add and the benefit you will receive are in line.
- ✓ Consider your appearance and dress appropriately.
- ✓ Consider your first interaction with the company.
- ✓ What will you do to be remembered?

3 PRACTICE

- ✓ Make sure to participate in mock interviews with a Career Consultant.
- ✓ Be a good listener – Answer only what is being asked in a brief but effective manner.
- ✓ Know your boundaries.
- ✓ Notice your body language, both sitting and standing and the non-verbal message you are sending.
- ✓ Practise establishing rapport and maintaining trust with the interviewers.

AT THE INTERVIEW

- Be confident and focus on making a good first impression.
- Be attentive.
- Do not be evasive about your past, do not volunteer negative information but if asked, explain circumstances.
- Emphasise that you are flexible, willing and team oriented.
- If irrelevant questions are asked focus on the following: "I don't understand the relevance of the question to my ability to fulfil the duties of the position. Could you possibly rephrase the question?"
- Focus on your communication skills, verbal as well as non-verbal.
- By asking employers well thought-out questions you have the opportunity to demonstrate your interest in working for their organisation. Also, if given an offer, you are much more able to make a well-informed decision about whether or not to accept.

AFTER THE INTERVIEW

- Thank interviewers for their time and shake hands firmly.
- Indicate that you look forward to hearing from them soon.
- Follow up appropriately on requests from the interviewer, for example of references, transcripts etc., as soon as possible.
- Promptly send a thank-you note (within 24-hours) and reiterate your interest in the position (optional).

POSSIBLE INTERVIEW QUESTIONS TO EXPECT:

- Tell me about yourself.
- Why did you apply for this job? / How do you see this programme fitting into your career goals?
- Why should we consider you for this programme instead of several other equally qualified candidates?
- What challenges do you think you might face in this programme?
- What skills and/or attributes do you believe you must have to be successful in this programme?
- Tell me about your weaknesses.

POSSIBLE QUESTIONS TO ASK THE INTERVIEWER:

- How would you describe the responsibilities of the position? Can I see the full job description/role specification?
- How would you describe a typical week/day in this position?
- What do you like about working here?
- What is the company's management style?
- How many people work in this office/department?
- What percentage of growth has the company shown over the past five years?

Please contact Career Services for more details or an appointment:

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