



Kurdistan Regional Government
Council of Ministers

INTERVIEW SKILLS

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WHAT IS INTERVIEW?

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.

INTERVIEW PREPARATION

- ✓ **Research: industry, company & job**
 - Web, industry association, chamber of commerce, trade magazines etc.
- ✓ **Share examples of achievements**
 - Describe the situation, task, or action you took and the results
- ✓ **Practice, practice, practice & a little bit more practice**
 - Answer sample questions & stay true to your resume
- ✓ **Make an impression & connection with interviewer**
 - Smile & be confident
 - Positive attitude & energy
 - Positive mindset

WHY EMPLOYEES INTERVIEW?

- ✓ **Can the candidate do the job?**
 - Content skills
- ✓ **Will the candidate do the job?**
 - Functional skills
- ✓ **Does the candidate fit into the organisation?**
 - Adaptive skills

INTERVIEW KILLERS

- Showing up late
- Using your phone during the interview
- Dressing inappropriately
- Appearing disinterested
- Failure to make eye contact
- Appearing arrogant
- Speaking negatively about current & previous work experiences
- Smoking in the room
- Lying about qualifications & experience
- Sharing too much information
- Not providing specific answers
- Not asking good questions
- Chewing gum, burping, laughing loudly, crying, swearing, screaming

IMPORTANCE OF AN INTERVIEW

The job interview is considered to be the most critical aspect of every expedition that brings you face-to-face with the future boss. One must prepare for it with the same tenacity & quickness as one does for a fencing tournament or a chess match.

COMMUNICATION

- ✓ Listen carefully
- ✓ Match your communication style to that of the interviewer
- ✓ Avoid interrupting the interviewer
- ✓ Don't use Jargon in your answers or questions

DEALING WITH NERVES

- ✓ **Acknowledge your nervousness but don't continually apologize for it**
 - It will make other applicants look attractive, who are more relax and confident
- ✓ **Don't be overly talkative when nervous try not to get off topic**
 - Stick to the questions been asked and answer concisely
- ✓ **Practice will help to control nervous**

ANSWERING QUESTIONS

- ✓ **Tell me about yourself?**
 - 1minute commercial of yourself
 - Your background (where your from & educational qualifications)
 - Your professional experience & skills (list 2 or 3 jobs relevant to your career)
 - State the position or type of job your seeking
- ✓ **What do you know about our organization?**
 - Show that you have taken the time to learn about the company but don't overwhelm the interviewer
 - Discuss products or services, reputation, goals, problems, management style, people, history & philosophy
- ✓ **Why do you want to work for us?**
 - State something in the company that you would like to get involved in & interested in doing business in that area

ANSWERING MORE QUESTIONS

- ✓ **What can you do for us that someone else can't?**
 - State your good record & relate to the specifics of your resume
 - Mention how your skills & interests are valuable to the organization
- ✓ **What do you find most attractive about this position and what seems least attractive about it?**
 - List 3 or four attractive factors & one single minor unattractive item
- ✓ **What do you look for in a job?**
 - State your desire to perform & opportunities to grow
- ✓ **What are your strengths and weakness?**
 - State three or four strengths and two or three weaknesses
 - Be confident when describing your strengths but not boastful
 - Turn your weakness into a positive
- ✓ **Activity**
 - State four strengths that apply to you & how they contribute to the success of your job
 - Turn two of your weakness into a strength
- ✓ **How long would it take for you to make a meaningful contribution to our firm?**
 - Be realistic, no one can make a change in one day
 - State a period of 6 to 12 months before making major contribution to the organization but meantime you will meet all pressing demands
- ✓ **Your resume suggests that you may be over-qualified or too experienced for this position? What's your opinion?**
 - State your interest to establish long term association with the company & assume new opportunities to open up
 - Strong people & your qualifications will give a strong ROI

QUESTIONS TO ASK

- ✓ What is a typical day like?
- ✓ What are some challenges that come with this role
- ✓ Is their additional training available?
- ✓ If I am successful in getting the job and I perform well is there an opportunity for advancement?
- ✓ What is the pay structure and salary range?
- ✓ How will my performance be evaluated and how often is feedback given?
- ✓ What benefits are offered to employees?
- ✓ How much travel is expected in this travel?

CLOSING THE INTERVIEW

- ✓ Purpose of the interview is to help determine if the position is right for you
- ✓ Prepare questions & ask the interviewer these questions when given the chance
- ✓ Ask when a decision is expected to be made
- ✓ Leave the interview with a good impression – smile & firm handshake

SUMMARY

- ✓ Keep it upbeat
- ✓ Prepare, Prepare, Prepare
- ✓ Keep it professional not personal
- ✓ Practice does make perfect
- ✓ Honesty is the best policy

AFTER THE INTERVIEW

- ✓ Send thank you emails & follow up to show enthusiasm & desire for the job
- ✓ Get business cards to ensure correct names are used
- ✓ Evaluate your performance
- ✓ Don't burn bridges if you don't get the job because you never know what can happen in the future

GOAL OF THE INTERVIEW

The goal of any interview is to stand out from the other candidates & ultimately land the job, but make sure you stand out for the right reasons.