

SHEIKH SAUD BIN SAQR AL QASIMI
FOUNDATION FOR POLICY RESEARCH

Interviewing Skills

May 22, 2024

Gehad Al Najjar

Agenda

1. What is interviewing?
2. What do employers want to know?
3. Pre-prepared Answers
4. 5-point Agenda
5. 60 Second Commercial
6. General Interview Advice

1. Your CV gets you an interview.
2. The interview get you the job!

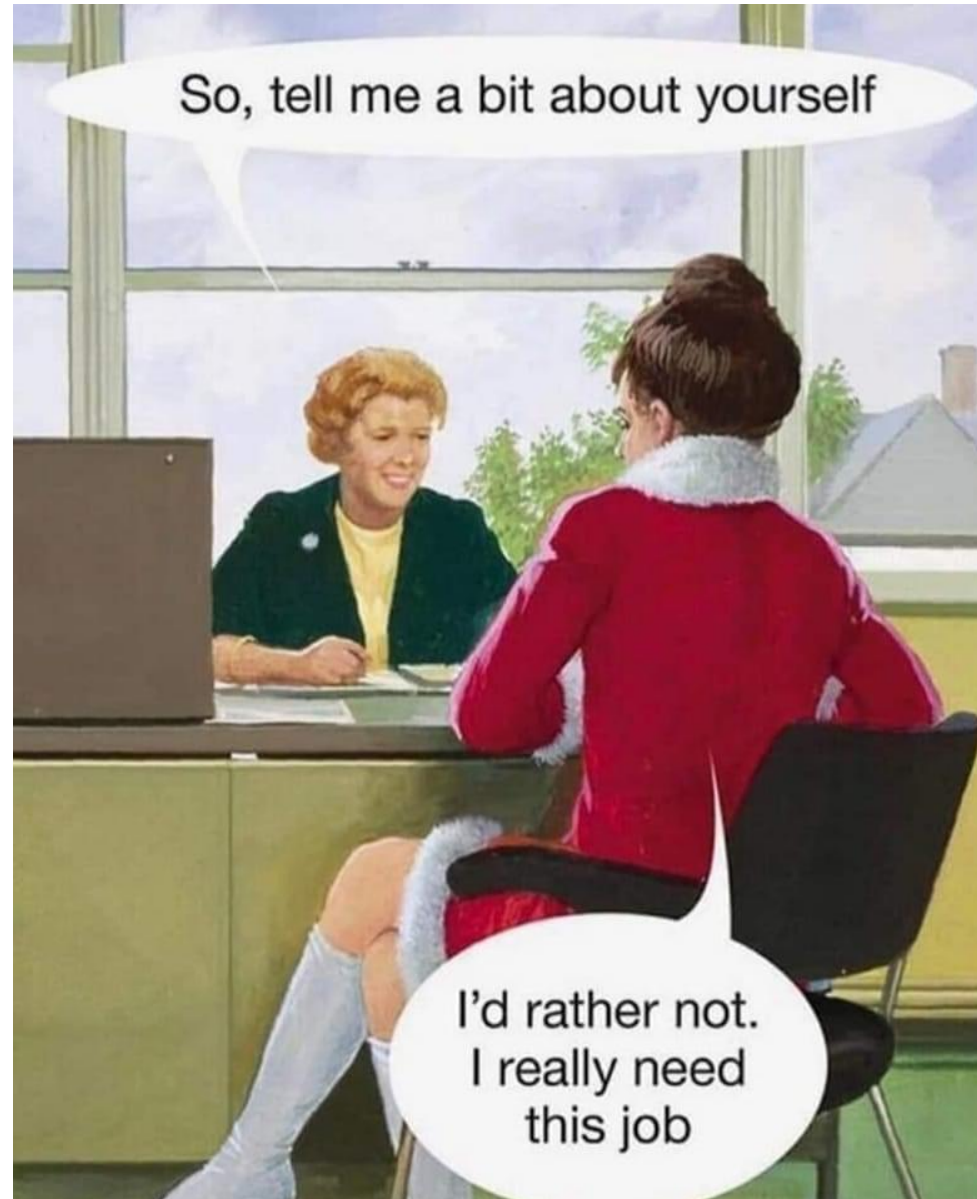




Interviewing – What is it?

- A structured meeting between you and an employer.
- Interviewing is a skill- like riding your bike;
PRACTICE makes **PERFECT**

Sometimes it's okay to
laugh.



What do employers want to know?

- **Can you do the job?**
 - Do you have the education or training required?
 - Have you done a similar job before?
- **Will you do the job?**
 - Is this the type of work you want to be doing?
 - Do we pay enough?
 - Are the work requirements acceptable?
- **Do you fit?**
 - Will you get along with the existing team?
 - Are you coachable/ manageable?
 - Are you a threat?
 - This is not in your control – just put your best foot forward.

Employers check your CV to answer this one. They confirm it in the interview.

These question may be answered during the interview.

The interview is the employer's best opportunity to answer these.

Sometimes it's okay to
laugh.



Transferable Skills

- Recent graduate may not have work experience. They do have other experiences and skills.
- Even experienced job seekers may not have the exact skills a new employer mentions.
- Both need to think about and mention their transferable skills.
- Be ready with examples.

Can you do the job?

Can you do the
job?

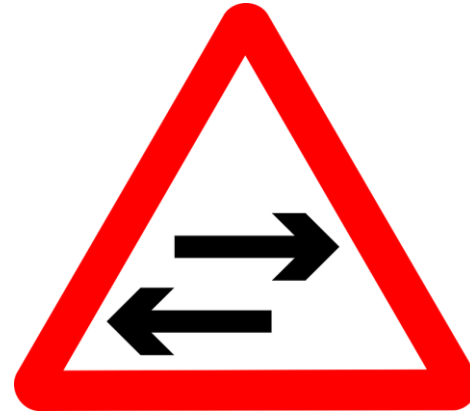
Transferable Skills

- Adaptability and flexibility
 - Administrative and organisational
 - Analysis and problem solving
 - Computer literacy / IT
 - Instruction, teaching and supervising
 - Knowledge transfer
 - Languages
 - Management – finance, projects, self, time
- Adaptability and flexibility
 - Administrative and organisational
 - Analysis and problem solving
 - Computer literacy / IT
 - Instruction, teaching and supervising
 - Knowledge transfer
 - Languages
 - Management – finance, projects, self, time

Will you do the job?

- Does your education or experience match the job for which you are applying?
 - It must be close or there is something in your CV that makes the employer think you might be a match.
 - Do you appear overqualified?
- Unmentioned concerns/ overcoming stereo-types
- Salary expectations
- Working Hours
- Benefits

Remember, interviewing is a two-way street



Do you fit?

- Employers are attempting to determine if you are an appropriate fit for the job and their culture
- You are deciding if the environment is right for you.

Pre-Interview Preparation

- Always research position, company, & industry.
- **Know yourself and be able to articulate skills, strengths, accomplishments, and career goals.**
- Prepare necessary materials (Copies of resume, references, portfolio/pen, notepad or organizer, breath mints).
- Ask for directions and where to park.

Know yourself and be able to articulate skills, strengths, accomplishments, and career goals.

- Create your own 5-point Agenda and 60 second commercial
 - Why would/ should anyone hire you?

Pre-Interview
Preparation

1. Now, Discover Your Strengths, Marcus Buckingham
(Strength Finder)
2. 60 Seconds and You're Hired, Robin Ryan

The Formula:

- Examine your previous experience. Write out the key responsibilities for each job you've held. Note any special accomplishments. Focus on your essential work strengths—those abilities where you excel and are most productive.
- Check with your contacts and use your network to get as much background as possible about the employer, the company, and the position's needs. Many times, your contacts will point out the very aspects that must make up your five-point agenda. Other times, there will be little information available, and you will need to guess based on your general knowledge about performing the job.
- After reviewing the employer's and position's needs, determine which of your abilities and which aspects of your experience will be most relevant to the employer. Then create your five-point agenda, selecting each point to build a robust picture emphasizing how you can do the best job.

Engineer

This major automotive manufacturer required experience in both quality assurance and new product design. The candidate's five-point agenda was:

1. Implemented new four-year quality-assurance program that received a national Quality 1 Award.
2. Effectively dealt with employee resistance to quality improvements.
3. Conducted on-site inspections of 37 suppliers to improve the quality of parts received.
4. Five years' design engineering experience.
5. Excellent communication skills when working with both technical and nontechnical staff.

The 60-second sell is a 60-second statement that you customize for each interview, and that summarizes and links together with your five-point agenda.

You will want to organize the points of your five-point agenda so that it allows you to present them in the most logical and effective manner.

When you link the ideas into sentences, they should be said in 60 seconds or less. Once memorized, this statement will be easy for you to recall and use to close the interview.

“For my last employer, I implemented a new quality-assurance program for seven plants over four years.

We received the Q 1 Award for our efforts. Along the way, I’ve learned to effectively deal with employee resistance to quality improvements through training, selling teamwork concepts, and utilizing a personal empowerment approach.

I have evaluated 37 suppliers during on-site inspections to improve the quality of their product—parts that will ultimately become pieces of my company’s final product.

My five years in design engineering and my strong communication skills have aided me in my ability to work with a diverse population and solve technical problems.

These are the reasons I feel I would make a valuable contribution to your company.”

60 – Second Commercial Example

Arriving

- Be sure to allow yourself plenty of time to arrive at your destination (you may want to conduct a dry run prior to your interview day).
- Try to arrive 10-15 minutes early at the site to allow you to park, walk to the interview, use the restroom, or just gather yourself.
- If it is an online interview, make sure your tech is working well and you will not be interrupted (pets, kids, repairmen)

Greeting & Introduction

- Only 1 chance to make a good 1st impression:
 - Dress appropriately
 - Smile
 - Maintain eye contact
 - Firm handshake
 - Remain poised and confident

Body Language: What signals are you sending?

Positive Signals

- Leaning forward = interest
- Smiling = friendly
- Nodding = attentive and alert
- Eye contact = curious and focused

Negative Signals

- Crossed arms = defensive
- Fidgeting hands or tapping feet = nervous or bored
- Lack of eye contact = untrustworthy
- Leaning back = discomfort

Body Language:

Sample Questions

- Tell me about yourself? (5-point agenda)
- What is your greatest strength? Weakness?
- Why did you choose to interview with us?
- What did you like most about your last job? Least?
- What are your short and long term career goals?

Sample Questions

- Describe a time you had to make a difficult decision?
- Tell me about a time you worked under a deadline?
- What do you do when a team member is not pulling his/her weight?
- Think about a time you made a mistake. What did you learn from it?

Behavioral
Questions

- Ask good questions.
- Thank the interviewer.
- Request a business card.
- Inquire about next steps in the process.

FOLLOW-UP 2

- Send a thank you note within 24 hours.
- Letter may be handwritten or typed; e-mail is also acceptable.
- Tailor each one to the individual.

- Remember that only 15% of the success of an interview is out of your control.
- Take some time to reflect...
 - Overall, how well did I do?
 - What went well?
 - What steps can I take next time to improve?

Final Thoughts

Suggestions

- Conduct a test run the day before the interview.
- Practice! Practice! Practice!
 - Refer to the list of practice interview questions provided in the packet and jot down short answers.
 - Stand in front of a mirror and rehearse your answers.
 - Schedule an appointment for a mock interview with Career Services.
- Get a good night's sleep and be well rested and alert for the interview.
- Remain relaxed and be yourself!

Interviewing Skills Workshop

Congratulations!

You have completed the Interviewing
Skills Workshop.

Thank you

SHEIKH SAUD BIN SAQR AL QASIMI
FOUNDATION FOR POLICY RESEARCH



مؤسسة الشيخ سعود بن صقر القاسمي
لبحوث السياسة العامة