

Cadi Ayyad University
High School of Technology Essaouira
Pr. EL FILALI

BUSINESS INTELLIGENCE & DATA SCIENCE

Job interviews

A. Definition

The interview is the most important part in job search. In fact, it is a sales process. The interviewer is selling you the job and you, as an interviewee, you are selling yourself. This is a skill you will have to acquire. A job interview is a process in which a potential employee/candidate 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 job applicant is suitable for the position. Generally, a job interview is an objective examination of your experience and skills.

B. Preparing for the job interview

The most common mistake made by candidates is failing to prepare adequately.

- You need to read the job description carefully
- Prepare possible questions that may or may not be asked, and try to memorize the best answers.
- Take time to prepare for each job individually
- It is also during this preparation phase that you can take a moment and ask yourself what to get from this interview (an interview for your dream job)
- Much practice is required

C. Tips/guidelines for a great performance

1. Tips :

- Dress properly
- Switch your cell phone
- Sit comfortably with your hands folded in your lap
- In a panel interview make eye contact with the person asking the question but address your answer to all

2. Delivery

- Make a great first impression
- ***The magic four hello :***
 - a. Smile and enter the interview room. A smile has a deep effect on those who give and receive it. Remember that the interviewer may be a little nervous and the

message you are going to give to the interviewer(s) is that they are liked and trusted. This helps set a more relaxed environment.

b. Make eye contact with the interviewer. This is an important element of body language.

c. Introduce yourself.

d. A firm but gentle handshake (*not in covid time*)

- Remember your interviewer name and use it during the interview

D. Common interview mistakes

Don't

- Take notes
- Read from your script
- Sit down unless invited to do so
- Argue with the interviewer(s)
- Show reports ... unless requested
- Look at your watch as this indicates lack of interest

E. Important rules:

- Listen to the question being asked. If you are unsure of the meaning, ask for the question to be repeated : Can you please repeat the question ? I am not sure what you are asking.
- Answer the question that has been asked
- Say 'hooks' (things/words said to catch the interviewer(s) attention) to generate interest
- Give concise answers
- Be honest
- Answer using 'I' not we

F. Common interview questions:

Theoretically, the number of questions you can be asked in an interview is unlimited.

- How would you describe your personality ?
- Tell me more about you...
- What are your strengths and weaknesses ?
- Give an example of a time when you convinced a group of people to agree with you...
- Describe a situation...
- Why have you applied for this job ?
- What skills will you bring to our company, administration... ?

A task to perform :

1. What steps you think are necessary to make a job interview successful ?
2. Give three or four mistakes that you have to avoid before and during a job interview.
3. What are the main mechanics of a successful job interview related to your speciality-- in terms of competence.

Adapted from :

Jeffrey, G. Allen. (2004). The Complete Q&A Job Interview Book. John Wiley & Sons Inc

McDermott, J. & Reed, A. (2012). Top Aswers to 121 Job Interview Questions. Anson Reed Ltd.