

GET READY FOR THE JOB INTERVIEW



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Appearing for Interview



SKILLS TO SUCCEED



WHAT IS JOB INTERVIEW

?????



An opportunity to meet face to face



To discuss your qualifications



To assess your ability and skills



To demonstrate your skills and personality



To sell yourself

The most crucial thirty- to sixty-minute opportunity you have in your job seeking efforts.

Advance Preparation

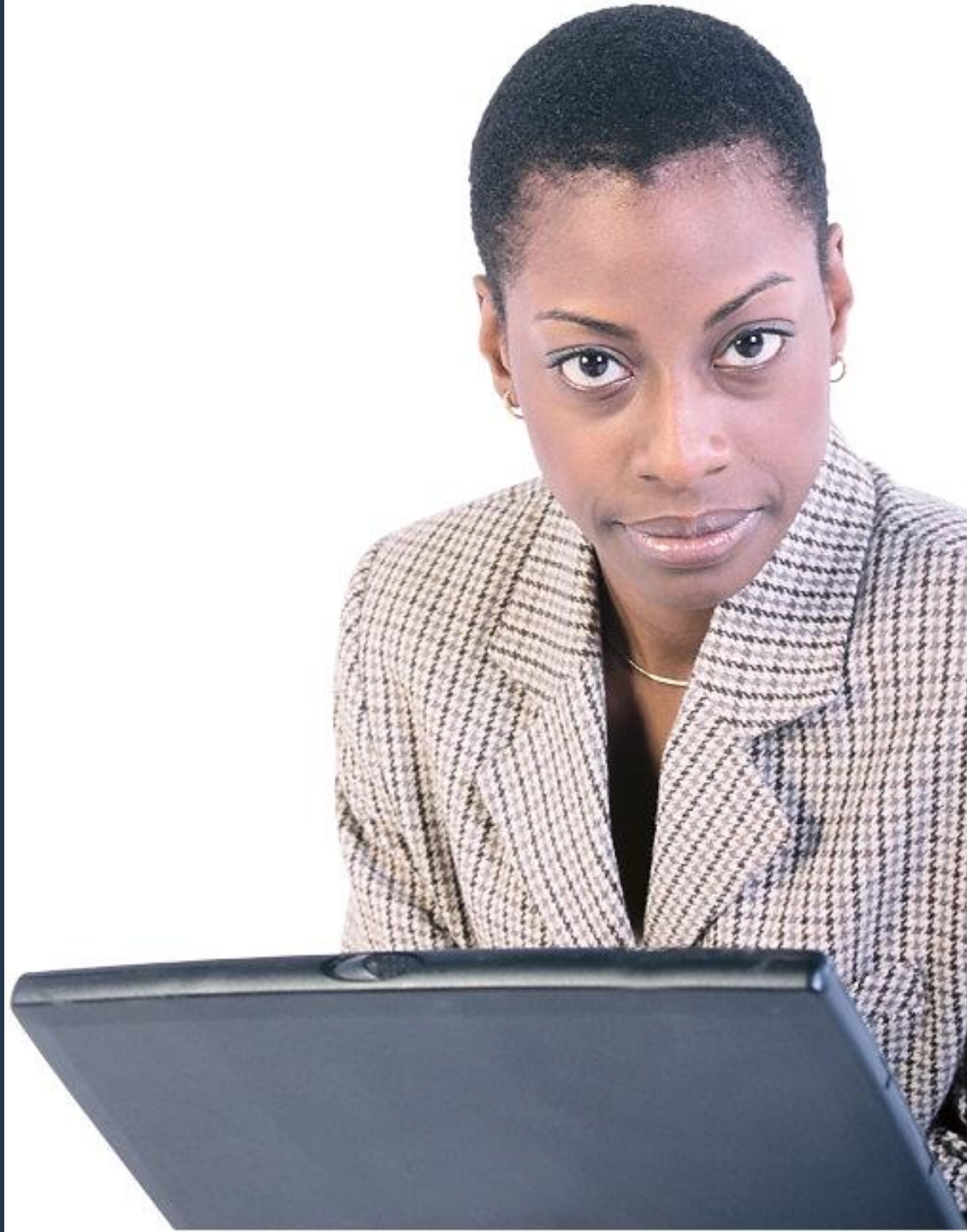
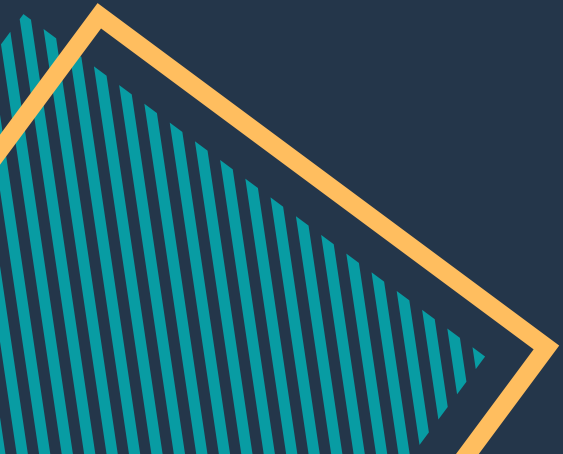
Your interview starts before you walk into an employer's door.....

Understand Yourself

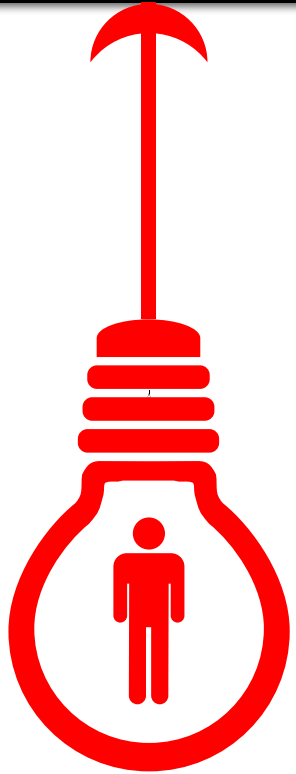
Create Your Personal Profile

Know the Position

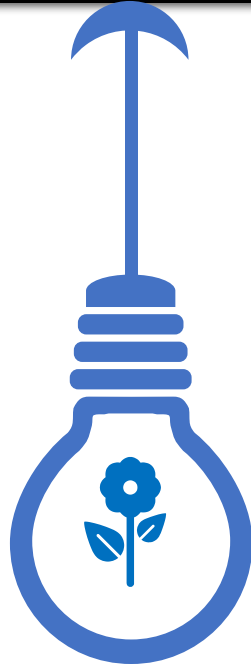
Know the Organization



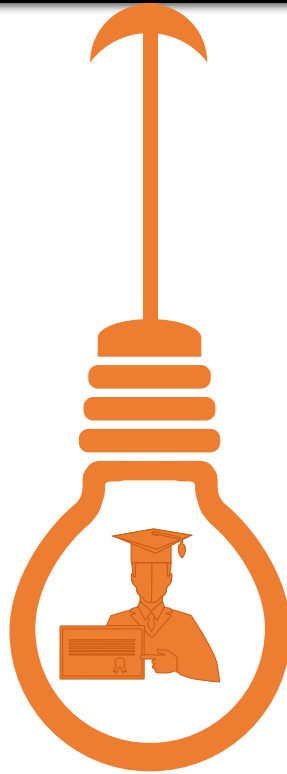
STEPS to Prepare for Your Job Interview



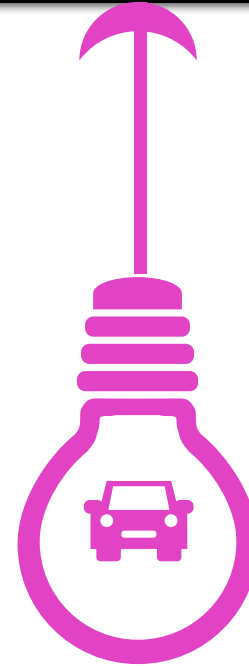
**Pick
your
outfit**



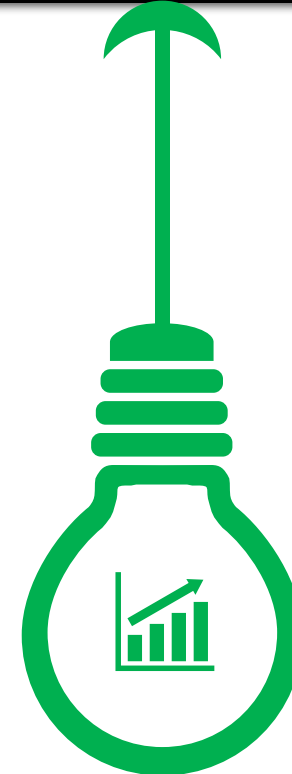
**Practice
greeting
your
Interviewer**



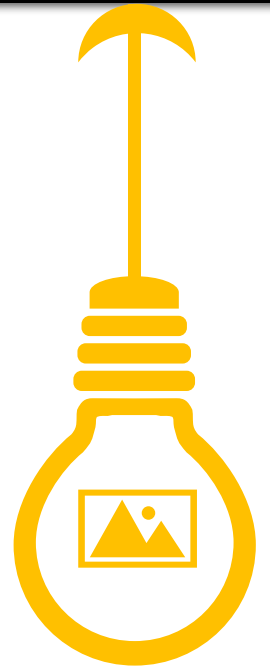
**Study your
resume and
know everything
about it**



**Practice
your
answers to
the most
common
interview
questions:**



**Research the
company and the
job position you
are applying for**



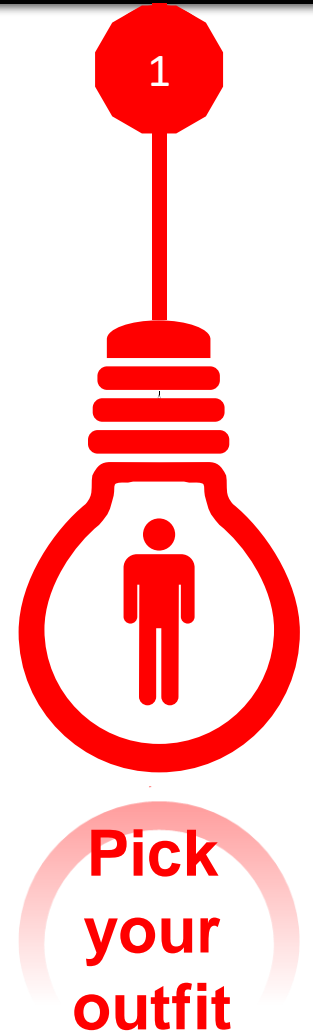
**Get the
directions
to the
interview
and be on
time**

STEPS to Prepare for Your Job Interview

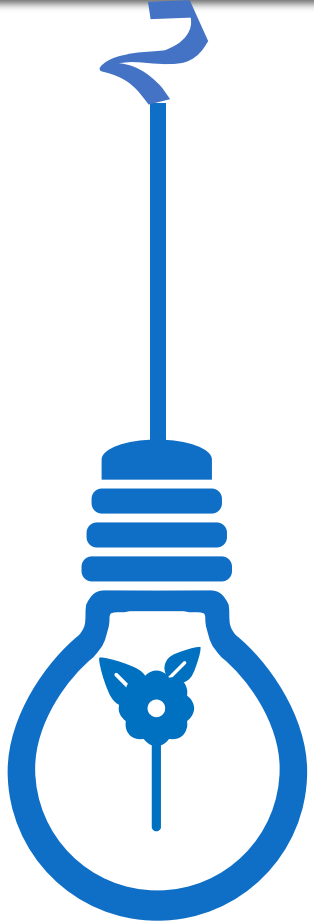


From head to toe should reflect impeccable grooming. Your hair, collar, tie/scarf and other accessories should be a reflection of the quality person you are.

It is a fact of life that we do “judge books by their covers.” To be marketable in business today, your image is as important as what you know. You must “fit in”.



STEPS to Prepare for Your Job Interview



Practice
greeting your
Interviewer

The first words you speak count

It is a pleasure meeting with you

Thank you for scheduling this time to meet

Walk with vigor and show confidence

People who walk 10% faster than they normally do are perceived as getting more done



STEPS to Prepare for Your Job Interview

Step Three



Study your
RESUME
and
know everything about it

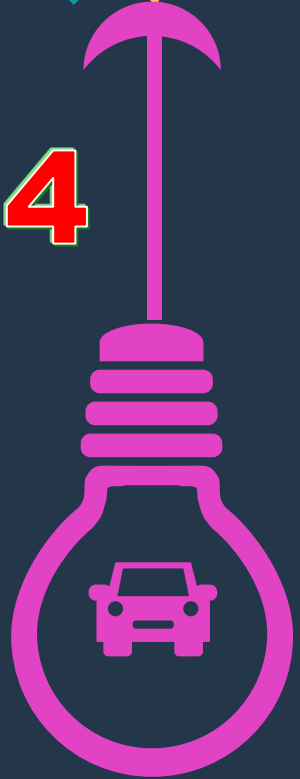
STEPS to Prepare for Your Job Interview

Why do you want **THIS JOB?**

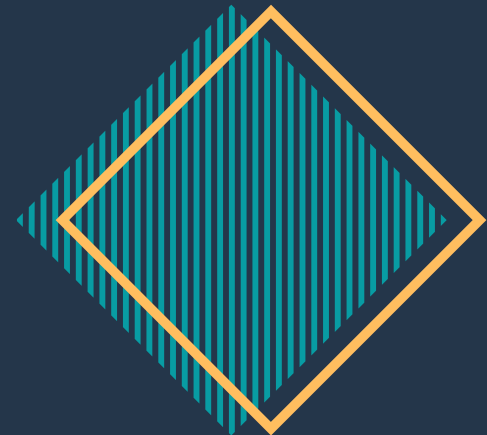


1. Tell me about yourself or Walk me through your resume
2. Tell me what do you know about this organization?
3. What do you know about the position I am interviewing you for?
4. How does this position fit into your future plans?
5. Where do you see yourself in three/five years?
6. What are your strengths/weaknesses?
7. Why should we hire you?

4



Practice your answers to the most common interview questions:



STRENGTH & WEAKNESSES

My greatest strength is my writing skills. I can also work to tight deadlines under pressure. For example, I was once asked to complete a project within 10 hr.

A teal-tinted photograph showing a person's legs and feet as they perform a squat or deadlift with a barbell. The person is wearing dark shorts and sneakers. The barbell is on the floor, and the person's hands are gripping it. The word "STRENGTHS" is overlaid in white, bold, sans-serif capital letters.

STRENGTHS

I'm naturally shy. From high school and into my early professional interactions, it prevented me from speaking up.

A dark, low-key photograph of a clenched fist, symbolizing weakness or struggle. The fist is the central focus, with the background being very dark. The word "WEAKNESSES" is overlaid in yellow, bold, sans-serif capital letters.

WEAKNESSES

CAREER OBJECTIVES

When do you want to be in your career 5 years from now?

2021



2022



2023



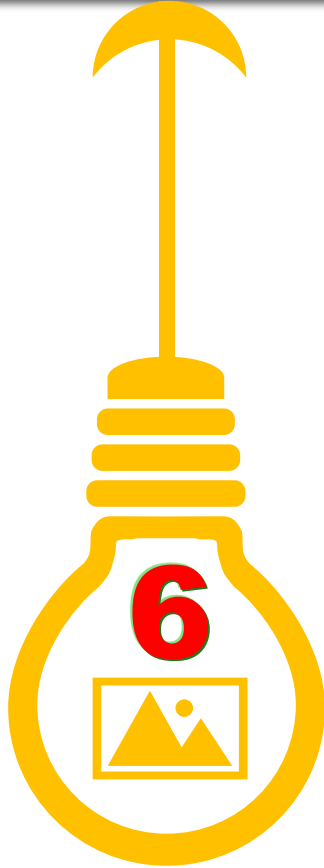
2024



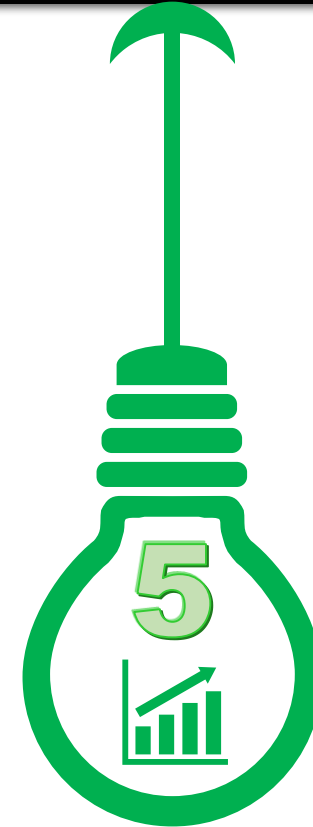
2025



STEPS to Prepare for Your Job Interview

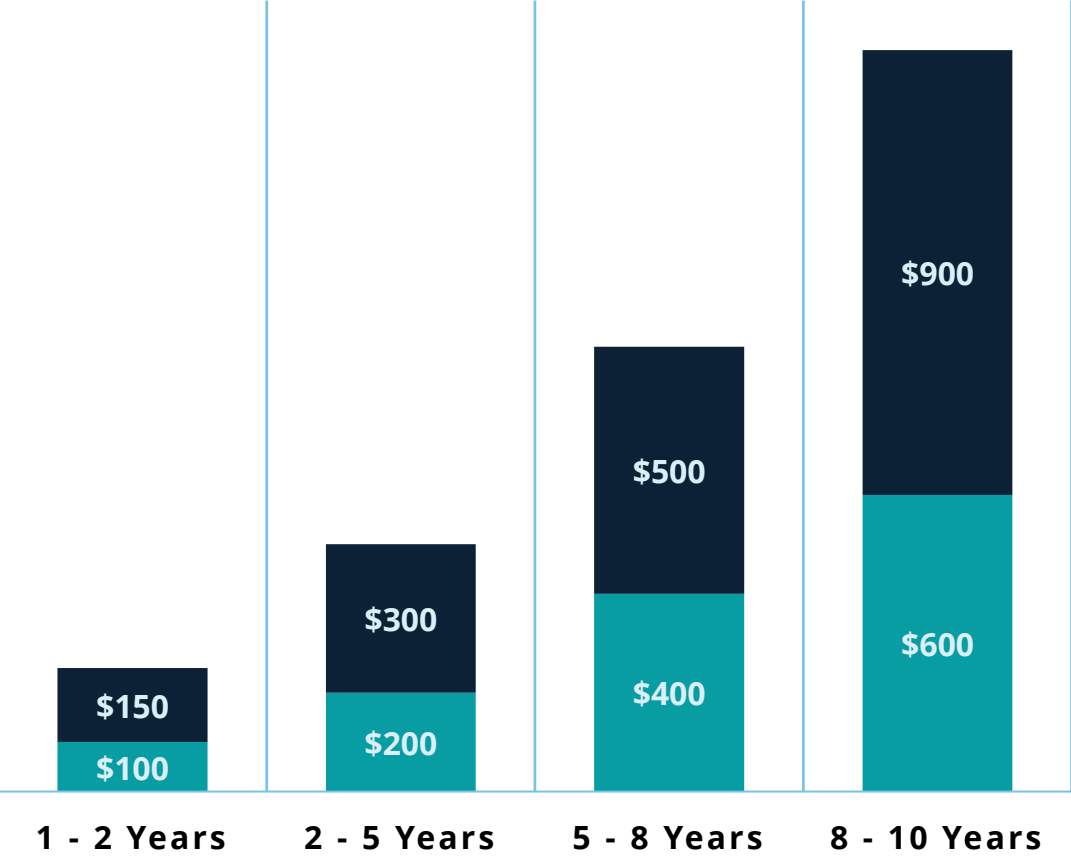


Get the directions to
the interview and be on
time



Research the
company and the
job position you
are applying for

COMPENSATION & SALARY




90%

99%



Summary



- 
- ✓ You know yourself and what you have to offer.
 - ✓ You know you and the position are a match.
 - ✓ You know the organization's history and the benefits you would bring to it.
 - ✓ You have prepared a professional resume.
 - ✓ You've practiced, practiced, practiced your delivery.
 - ✓ You've selected appropriate attire.
 - ✓ You know answers to probable questions, including behavioral-based questions.
 - ✓ You've practiced your smile, eye contact, and firm handshake.
 - ✓ You've made it to the interview site on time.
 - ✓ This organization couldn't live without you.



You're
HIRED!!

Thanks!

Any questions?

You can find me at:

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