



# Job Interview Technique

Preparation is the key to a successful job interview. This is your opportunity to show the best you, what you have to offer and also very importantly today, to ensure this is also the right job for you. Today, luckily most companies have started to understand the importance of employee satisfaction and therefore want employees who will be satisfied. So make sure you also take the chance to ask questions and understand what exactly you will be doing for most likely 35+ hours of your week.



*The importance of Job interview preparation*

Job interviews can be a nerve-racking experience, especially if you don't feel prepared for them. Nowadays, job interviews can vary dramatically, from an 'informal chat' to a two day interview combined with competency tests. It is important to know that all interviews are just as important, no

matter who they are with in the company, don't underestimate the importance of meeting the most junior member of the team and even your dealings with HR directors and recruitment agents. Below are a few tips and questions to consider before any interview.

### **Rule 1: Know the company/job role**

Take the time to research the company and job role. Read the entirety of the job description at the very least. Google is your friend, most companies will have, at the very least a website or social media presence. Don't just research the company to prepare for interview questions, research the company for you. As remember you could be working for this company 35+ hours a week.

### **Rule 2: Ensure you reply correctly to any correspondence prior to your interview**

Take the time to confirm your interview with an email, don't just think that hitting accept on a calendar invite is enough. You should ensure you confirm your attendance and time, this is also your chance to ask any questions you might need to know prior to the interview and to confirm if there is anything you need to prepare. (Check out my Email Etiquette information for information how to send a professional email)

### **Rule 3: Prepare common interview questions.**

Common First Questions used in most industries:

- 1) Tell us about yourself.
- 2) What are your strengths and weaknesses?
- 3) Why do you want to leave your current job?

These questions are for the interviewer to get to know you and to see if you're the best person for the job. Don't simply list things like your hobbies, your strengths or your work experience. Ensure to give clear examples which can be used to show them your personality and the characteristics you have that make you perfect for the job.

Your interviewer may ask questions about certain parts of your CV or. Anything you submitted during the job application process, so first of all, ensure you know your own CV. This may sound ridiculous, but many people who receive CV completion help do not know competently the contents of their own CV. If you're not asked directly about your CV, you can also use these opening questions to highlight areas of your CV you feel is appropriate to expand.

Avoid giving too much detail, life history or long stories. Ensure to be concise and appropriate, whilst also human and interesting.

Competency questions:

- 4) Tell me about a time you had to work as part of a team.
- 5) Tell me about a time you had to use your creativity to solve a problem.
- 6) Tell me about a time when you experienced conflict with a colleague and how you handled that situation.

Here, the interviewer wants to understand situations you have faced in the past and how you faced them. These are a great opportunity to show your critical thinking, problem solving skills and flexibility. The interviewer wants to hear about your challenges you've had, not just about the times everything went well and smooth. A candidate who has faced and overcome problems is much more attractive than a candidate who has not had experience and therefore may not know how to overcome them.

Important! Be honest and truthful, everyone has examples, just make sure to choose the right one, it does not necessarily have to be job related. This is also an opportunity to show who you are as a person and how interesting you are.

When preparing these questions or similar, use the STAR technique:

- **Situation** – Give details about the context of your example and what you were trying to do.
- **Task** – Describe your responsibilities and the challenges you faced.
- **Action** – Describe what steps you took to deal with the situation.
- **Result** – Talk about the end result and how you contributed to this outcome.

Avoid: Going in unprepared and having to think up examples, or saying you've never faced any challenges or have no weaknesses.

Hypothetical Questions:

7) What would you do if you had a different opinion from your superior or team member about how to do something?

8) How would you deal with a large volume of work?

9) What would you do if you had to introduce a new policy that you knew was going to be unpopular in your team?

Hypothetical interview questions are similar to competency questions except that instead of asking you to talk about an experience you've had in the past, they present you with an imaginary situation that you might face in your new job. This might seem difficult to prepare for, but remember that your answers are meant to demonstrate the skills needed for the job. When preparing for the interview, consider the qualities that the interviewer might be looking for, qualities like conflict management, time management or people skills. Then think about how you can demonstrate those qualities in a range of situations. Start with situations that you've experienced and move on to other possible situations that you might encounter in the role you're applying for.

Avoid: Going off-topic, changing the subject and not answering the original question.

*Whatever type of questions they ask, interviewers want to find the right person and are keen to give you the opportunity to demonstrate what you can do. With some preparation, you can show them that you're the perfect fit for the job.*

**I hope you found this beginner guide useful. I provide quick and easy C.V and Cover letter Review and writing as well as online interview technique and preparation. If this is something you may be interested in, please do not hesitate to get in touch.**



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[www.eazzysolution.com](http://www.eazzysolution.com) [info@eazzysolution.com](mailto:info@eazzysolution.com)