



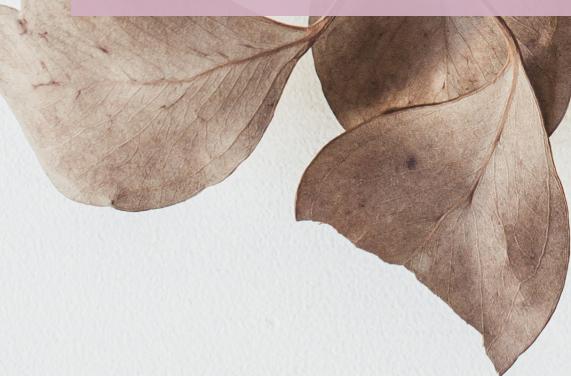
MODULE 3: FOUNDATIONAL WORK SKILLS

.....

*Interviewing &
Networking*

DELIVERED BY IMRAN HASNAATH

ARISE EMPLOYMENT READY PROGRAM





The importance of an effective interview

- Interviewing is still one of those things that we think we know everything about because we have been doing it for so long. We have been lulled by habit. It's clear that even a small amount of time and money spent on an analysis of our interviewing methods would be well worth it.
- Interviewing is when two people (usually) share information.
- In today's world, interviewing always takes place in a hurry. The amount of time that can be spent on the interview must be limited. Consequently, an unplanned approach doesn't work very well. In most cases, you need to use a guided interview.
- This time constraint can lead to some bad things: the interviewer is so concerned with how much time he has that the content and the purpose of the interview are thrown off.
- This is why an effective interview is so important.
- An effective interview is one that meets the communication goals of everyone involved, with time being the main constraint.



Planning & preparation

- People who don't plan well for an interview all too often start a conversation only to find out that they didn't do enough preparation. A little planning can easily avoid these bad things from happening.
- On the other hand, too much preparation and planning for an interview can be just as bad.

Do your research

- The right amount of preparation will make you feel more relaxed and comfortable when the questions start, so be sure to do your best to be ready.
- Before a job interview, it's a good idea to find out about the company that has the job open and tries to connect your experience to the specific duties of the job.
- Research the company and research the industry
- Practice talking to people. In order to get ready for your job interview, ask a friend to ask you common questions. Become better at making eye contact.
- To do this, think about how you will introduce yourself in a job interview and talk about your "story" so far.
- Pay attention to your body language and how you say things. Verbal fillers, like "uh," and "um," should be cut out. When you don't feel confident, use positive body language to show that you are.
- Make sure your clothes, resume, and directions to the interview site are ready ahead of time, so you don't have to deal with any extra stress when you get there



Understand behavioural, competency and situational interview questions

Behavioural Questions

The purpose of behavioural interview questions is to determine how you would manage a variety of real-world issues based on your prior behaviour in a comparable situation. This kind of inquiry is usually predicated on the idea that a candidate's previous behaviour is the best predictor of their future behaviour. These questions can cover a wide range of topics, including your ability to work in a team, client-facing abilities, flexibility, time management, and more.

Competency Questions

Interviewers utilise competency-based questions to assess certain traits, knowledge, and behaviours. A hiring manager, for example, who wants to learn more about your behaviours that led to your success in a position, can enquire about different ways you utilised your analytical skills to address an issue in a prior capacity.

Situational Questions

Situational interviews are one of the most common sorts of interviews you'll experience when looking for a new job. These interviews include questions based on specific scenarios that may or may not be relevant to your new position. They want you to focus on a hypothetical issue and how you would manage it instead of giving pre-packaged, prepared assertions about your talents and expertise.



During the interview

Make a good first impression

- Remind yourself of the job description, your CV, and any important notes you have made about it.
- Be polite to everyone you meet, even receptionists and people who work on the road.
- For a face-to-face meeting, wait in the reception area before you get called in for your interview.
- Check-in at the right time. It's best if you arrive 10 minutes early. To be ready for a video interview, make sure you are ready to go 10 minutes before the meeting.
- Make sure you give your interviewer a firm handshake and smile when you meet face-to-face.

Be aware of your body language

- Body language and other forms of nonverbal communication play a big role in how well you do. People say it's hard to look relaxed and act like you don't care, but it's mostly about being in a position that makes you happy.
- There are a lot of things you can do to look good when you're being interviewed or on a panel. Trying to look uninterested will limit your choices.

PRACTICAL EXERCISE

- Interview practice - questions: tell me about yourself; what are your greatest achievements to date? How do you cope with pressure situations?
- STAR method: Situation, Task, Action, Result



During the interview

Make a good first impression

- Remind yourself of the job description, your CV, and any important notes you have made about it.
- Be polite to everyone you meet, even receptionists and people who work on the road.
- For a face-to-face meeting, wait in the reception area before you get called in for your interview.
- Check-in at the right time. It's best if you arrive 10 minutes early. To be ready for a video interview, make sure you are ready to go 10 minutes before the meeting.
- Make sure you give your interviewer a firm handshake and smile when you meet face-to-face.

Be aware of your body language

- Body language and other forms of nonverbal communication play a big role in how well you do. People say it's hard to look relaxed and act like you don't care, but it's mostly about being in a position that makes you happy.
- There are a lot of things you can do to look good when you're being interviewed or on a panel. Trying to look uninterested will limit your choices.

PRACTICAL EXERCISE

- Interview practice - questions: tell me about yourself; what are your greatest achievements to date? How do you cope with pressure situations?
- STAR method: Situation, Task, Action, Result



The importance of networking

- When you learn how to network, it does more than just help your job. It also helps your personal life. If you're a good networker, you're not just good at your job or business. You also have great friendships and are always at the front of the line for new opportunities.
- The best way to meet new people is to use your natural skills.
- The value of your professional network should not be underestimated. It is very good for people who are looking for a job, since a personal recommendation from a trusted source is very important to an employer.
- It is very important to know the value of career networking and how to use it to your advantage, so you can get the job you want. The most important thing you can use to get a job is your professional resume, but your network is also very important.



The importance of networking

- When you learn how to network, it does more than just help your job. It also helps your personal life. If you're a good networker, you're not just good at your job or business. You also have great friendships and are always at the front of the line for new opportunities.
- The best way to meet new people is to use your natural skills.
- The value of your professional network should not be underestimated. It is very good for people who are looking for a job, since a personal recommendation from a trusted source is very important to an employer.
- It is very important to know the value of career networking and how to use it to your advantage, so you can get the job you want. The most important thing you can use to get a job is your professional resume, but your network is also very important.



Networking tips

Here are five strategies for building a professional network that can help you advance your career in the long run. Remember that creating a professional network is a process that takes time.

1. Reach out to the right people
2. Keep in touch with your contacts
3. Build your profile online (LinkedIn)
4. Attend relevant events
5. Do favors for your contacts