

# Developing Effective Interview Techniques & Skills

How to bag that job!



## Quote

**“You have to learn the rules of the game, and then you have to play it better than anyone else”**

**-Albert Einstein**

**Choose**  
zest for success...



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## **Talent Acquisition**

# Content

**1. Understanding Different Interview Styles**

**2. Telephone / Video Interviews**

**3. Assessment Centre**

**4. One on One Interviews**

**5. Identifying what Employers are looking for**

**6. Questions**

# Understanding Different Interview Styles

- What do employers hope to gain from certain styles of interviews?
- How should the interviewee prepare?
- What type of questions will be asked at each stage?

# Understanding Different Interview Styles



# 3. Telephone Interview

## Hints and Tips

- Be prepared
- It is ok to be nervous
- Demonstrate your communication skills
- Listen to the questions fully
- Think about your answers
- Answer all parts of the question
- Answer questions to the point

**“The telephone interview is a quick, convenient and personable way of determining if you are a correct fit for the role”**

# 3. Video Interview

## Hints and Tips

- Be prepared
- It is ok to be nervous
- You only get one shot
- Read the questions carefully
- Have a neat and clean background





## 4. Assessment Centre

Depending on the company, tasks may vary.

### Possible Elements:

- Individual/Group Introductions
- Aptitude Test
- Group Exercise



**“After an assessment centre the amount of applicants is dramatically reduced.”**

# Assessment Centre

## Group Exercise - Workshop

1. Prioritize the items in order of importance individually (5 mins.)
2. Find a group agreement (10 mins.)
3. How many did your team get right?

# Assessment Centre

## Experts Ranking

1. **Oxygen** (fills respiration requirements)
2. **Water** (replenishes loss by sweating, etc.)
3. **Map** (one of principal means of finding directions)
4. **Food** (supply daily food required)
5. **FM receiver** (distress signal transmitter, communication with another ship)
6. **Rope** (useful in tying injured together, help in climbing)
7. **First aid kit** (oral pills or injection medicine available)
8. **Parachute** (shelter against sun's rays)
9. **Raft** (CO bottles for self propulsion across chasms, etc.)
10. **Flares** (distress call when line of sight possible)
11. **Pistols** (self propulsion devices could be made from them)
12. **Milk** (food mixed with water for drinking)
13. **Heating unit** (useful only if party landed on dark side)
14. **Compass** (probably no magnetized poles, therefore useless)
15. **Matches** (little or no use on moon)

# 5. The Interview

## Hints and Tips

- Review your qualifications for the job
- Dress appropriately
- Look the interviewers in the eyes
- Find a comfortable position in the seat
- Be cooperative and enthusiastic
- Practice with friends and family



**“You never get a second chance to make a first impression.”**

## 5. The Interview

# Brainstorming



**‘Do you have any questions for us’?**

20 mins .... 10 **GOOD** questions!

## 6. Wrap Up

### Your Key to Success

- Pay attention to detail
- Answer questions to the point
- Be yourself
- Be cooperative and enthusiastic
- Get feedback from family and friends



**“Success comes before work...but only in the dictionary!”**

# 7. Questions

