# 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...

# Tara Kleebaur Talent Acquisition

# Content

**1. Understanding Different Interview Styles** 

2. Telephone / Video Interviews

**3. Assessment Centre** 

4. One on One Interviews

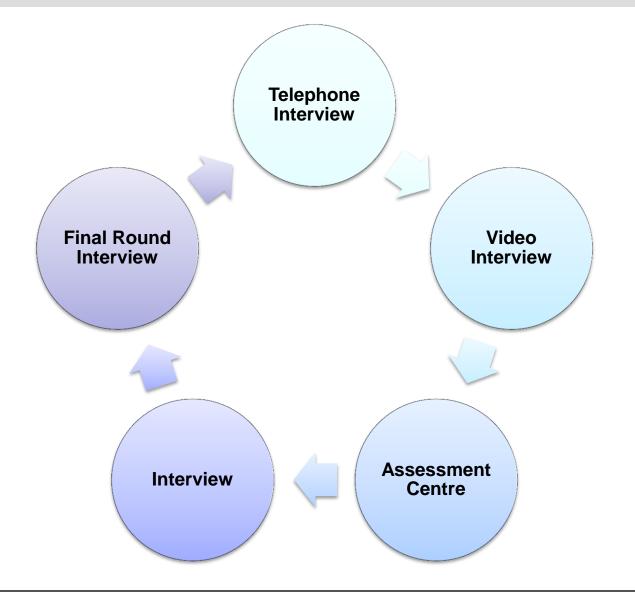
5. Identifying what Employers are looking for

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 inured 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

