

INTERVIEW SKILLS



17th March 2020

What is an Interview?

An interview is a conversation where questions are asked and answers are given in order to determine whether or not someone is going to be suitable for a job or service.



Types of Interview?

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1. Phone or skype interview
2. Group interview
3. Role play
4. Panel interview
5. Face to face interview
6. Work trial



Interview Preparation

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1. Before the Interview

2. At the Interview

3. After the Interview



1. Before the Interview

- a) Research the employer
- b) Understand the role you have applied
- c) Interview preparation checklist



a). Research the employer

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- i. What does the business do?
- ii. What do you see as the business main priorities?
- iii. What are the business values?
- iv. What is the business working culture?
- v. How do you see yourself fitting into this workplace?

b). Understand the role you have applied

i. Review the job description carefully

ii. Review your resume

iii. Job fit

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CLASSIFIED ADVERTISING

SITUATION VACANT

REQUIRED FOR IMMEDIATE EMPLOYMENT

We are seeking a Sales Representative to join our team

SALESMAN

- Have 3-5 years of sales experience or equivalent.
- Have excellent verbal and written communication skills. Please exceptional interpersonal, communication, organizational and customer service skills.
- Have outstanding attention to detail and an ability to multitask.
- And have an entrepreneurial spirit.

PLEASE SEND CV TO:
Email: subrahmanib@box.com
Tel: (0477) 487 782

ALLOWED GROUP OF COMPANIES HAS THE FOLLOWING POSITIONS FOR THE FOLLOWING OPERATIONS IN QATAR:

SALES EXECUTIVE/ ENGINEERS at least 2+ years of experience in OFFICE

SALES EXECUTIVE/ ENGINEERS at least 2+ years of experience in OFFICE EQUIPMENT

PROJECT COORDINATOR at least 2+ years of experience in OFFICE EQUIPMENT

INTERIOR DESIGNER / ARCHITECT at least 2+ years of experience in AutoCAD 2D, 3D Max, Google Sketch up, MS Office & Photoshop

CARPENTERS & FURNITURE INSTALLERS at least 2+ years of experience in OFFICE FURNITURE and FITOUT installation

ELECTRICIAN at least 2+ years of experience in respective field indoor wiring / OR installation

APPLY TO HR MANAGER,
P.O. Box: 44493333
Tel: 0574 4449333 or email: hr@box.com.qa

Walk-In Interview for LIGHT DUTY DRIVERS for a leading Automotive Company in Qatar.

Job Requirements:

- Must have valid Qatar or any GCC Driving License.
- Good awareness of Doha roads and locations.
- Age should be below 40 years
- High school passed
- Transferable visa is a must.

Salary Package: Basic Salary QAR1,600/- plus will furnished Company Accommodation and Transportation will be provided.

Interested candidates can walk in for an interview at:

Cupressus Hotel
Al Matar Street (Airport Road), Doha - Qatar
Phone No: 44493333

Date: 01st May & 2nd May 2014
Time: 09am to 02pm

URGENTLY REQUIRED Marketing Manager

Candidate must be a Graduate in any discipline preferably with MBA and having 5-7 years proven experience in Sales & Marketing of any reputed Electronics brands in GCC or India. GCC work experience and driving license will be an added advantage.

ATTRACTIVE SALARY & BENEFITS- Urgent Requirement

Candidates with transferable visa or Female under husband / father sponsorship with NOC may apply.

Interested candidates must send updated CV immediately to: companyqatar@yahoo.com; Fax: 44761723

Leading stationary outlet in Doha requires the following

QUALIFIED OUTDOOR SALES EXECUTIVE / STORE KEEPER

- Minimum 3 years of Sales & Marketing experience
- Computer literate
- Excellent communication skills
- Hold valid Qatar Driving License
- Must have a transferable visa

Interested can send their CV to: stationaryhr@gmail.com or The Executive Director P.O. Box: 44493333, Doha - Qatar. Fax: 44493333

URGENTLY REQUIRED Facilities Managers (MEP Equipment) and MEP supervisors with GCC experience.

Send CV to: talal@talalgroup.com

GULF TIMES Classified

TIMING:
9 AM to 12.30 Noon
4.00 PM to 7.30 PM

URGENTLY REQUIRED

- Calling Service for Brokers
- No. of workers: 1800 above
- Male and female: Three three
- Suppliers of FPE items, tools, Vehicle and Machinery parts.

Contact Mr. Parag Bhatnagar, Mr. Raj 4439294, email: paragbhatnagar@yahoo.com / raj_bhatnagar2010@yahoo.com

Wanted Immediately - Female Janitors (Attracting Salary). Required immediately for a well known Corporate company a female janitor (Maid) for cleaning. Duty on shift basis (5 shifts per day). Must join immediately. Clearing process nearby in site. New vacant International Airport. Interested candidates can apply immediately through: hr@hormanager@gmail.com or contact: 40187162. Only those who having NOC or under resident's sponsorship can forward their CV.

Immediately required the following personnel (90th min. 2-3 years experience) from reputed services company in Doha.

- Mechanical Supervisors; 15 Nos. Mechanical Engg / Diploma holder
- Technical Technicians: 15 Nos. Operations change or NOC is mandatory. Suitable candidates may send their CV to: Fax: 44493333, email to: dev@talalgroup.com

URGENTLY REQUIRED

A well known Trading & Telecommunications company is seeking candidates to fill the following positions. Safety Officer

- Minimum 3 years of Experience; 2 Degree in related field
- Certified in OSHA, NEBOSH added advantage
- Preferred candidates holding a transferable visa with NOC or Business Visa. Interested Candidates send us updated resume to: hr@box.com

URGENTLY REQUIRED

Kabirama Certified Electricians QAVO Engineer - Civil

Minimum 3 years experience. Send your updated CV to: sales@qatarassociated.com Mob: 77822152.

URGENTLY REQUIRED

Philippine Animal Care Workers required. Computer literacy and excellent written and spoken English essential. Must have a strong work ethic and love cats and dogs. Please send your resume and CV to: hr@box.com

URGENTLY REQUIRED

REQUIRED DRIVERS for Limousine services. Sponsorship change is must. Interview on 30/05/2014. Contact no: 3371426, 9603697, 4485018. Drivers Limousine MLL. REQUIRED: A/C Technician, Electrician, Driver with Helper. Contact: 06993337

VACANT JOBS IN CONTRACTING CO. 1. Civil Engineers, 2. Civil Foreman, 3. Land Surveyors, 4. Male Secretaries, With

LOCAL CLERK REQUIRED

The post of Local clerk is vacant in Embassy of (Pakistan) Doha. Suitable candidates with Minimum qualification of Intermediate and Computer knowledge may apply for the post. The last date to receive the application is 8th May 2014 on following: Fax: 44832227, email: paragp@talal.net.qa

ANNOUNCEMENT

HERMENA MARIZA CHONGUIE, holder of Myanmar passport No. 12AB2393, hereby change my name to Hermina Mariza Chongui Nones. Any objection please contact immigration and passport office within 15 days from the publication of this notice.

ELIANE MATYASUNA BEVILANDA, holder of Filipino passport No. PUMBA1067, hereby change my name to Florine

CIVIL & CONSTRUCTION No need restriction. We need resident. We provide cheap and quick loan.

ATTESTATION APOSTLE LEGALIZATION in India, UK, USA, Canada, Australia etc. education@marriage.com

THE EDUCATION STATE

VICTORIA State Government

c). Interview preparation checklist

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- i. are you clear about the employer business overall, the markets in which it operates, the main competitors and its reputation?
- ii. have you clearly understood the role for which you have applied and what you would be expected to achieve in the role?
- iii. have you thought carefully about how your skills, experience and potential could be valuable to this employer for this particular role?
- iv. have you worked out where the interview is to take place and how long it will take you to get there?
- v. Identify interview questions and rehearse
- vi. Create a list of questions to ask the employer

2. At the Interview

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- a) How you present yourself?
- b) Demonstrating your knowledge and skills
- c) Dealing with questions

a). How you present yourself?

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Did you know you have approximately 10 seconds before someone has formed a first impression of you

After 4 minutes they have formed a lasting impression of you

It is really important to make your first impression a good one!

What Should I Wear?

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IMAGE SOURCE: <https://njyag.ymcace.org/dress-code/>

First Impressions...

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1. Be on time (arrive 10 - 15 minutes early)
2. Smile and be friendly
3. Eye contact
4. Give a firm handshake
5. Be confident and introduce yourself
6. Sit up straight and lean slightly forward
7. Use your manners
8. Positive Attitude
9. Turn off your mobile



b) Demonstrating your knowledge and skills

- i. Give examples to illustrate your skills
 - a) Volunteer work
 - b) Study
 - c) Work placement
 - d) Social setting
- ii. Do not breach confidentiality
- iii. Suggest ways your skills and experience can be used to meet the prospective employer's needs

c) Dealing with questions

- i. Listen carefully to each question before answering
- ii. Seek clarification if you are unsure of what is being asked
- iii. Answer the question articulately and succinctly. Do not ramble
- iv. Prepare and rehearse answers to typical interview questions
- v. Two types of question
 - a) Standard questions
 - b) Behavioural based questions
- vi. Prepare examples for behavioural based questions

Standard Questions

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1. Tell me about yourself
2. Why did you apply for this position?
3. Why are you the best person for the job?
4. What do you think is necessary to succeed in this job?
5. What is your greatest strength?
6. What is your greatest weakness?
7. What is your greatest accomplishment?
8. Where do you see yourself in five years time?
9. Why did you leave your last position?
10. Why are you not working now?

Behavioural Questions

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Questions asking you to provide an example of when you have used a particular skill. They are used to verify that you have the skills you claim to have.

- 1. Situation:** where have you used the skill before?
- 2. Action:** what actions did you take to resolve the situation?
- 3. Outcome:** what result did you get?

Have you ever had to resolve a conflict in the workplace?

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S: My manager and I had a miscommunication about a project for a new client. As we were under resource, I requested for a deadline extension and he approved it. However, closer to the deadline, he didn't remember our agreement and became angry that parts of the project were not ready.

A: I briefly explained my position and then suggested a plan to provide the client with our finished work. I requested for more resources and follow up quickly with the rest of the project to meet the client deadline.

O: The project was delivered just in time for the client and my manager and I later agreed to start formalizing important changes in writing to avoid confusion.

Behavioural Questions

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1. Tell me about a time you demonstrated initiative.
2. Describe a time when you faced a difficult situation and how you overcame it.
3. Give me an example of when you set a goal and were able to meet or achieve it.
4. Tell me about the most difficult person you have worked with. What did you do about it and what was the outcome?
5. Give me an example of when you have used your organization and time management skills effectively.
6. Give me an example of when you have successfully worked to deadlines or targets.
7. Describe a time when you have used your communication skills successfully.
8. Tell me about a time when your work or ideas were criticised. What did you do?
9. Describe a situation where you had to adapt to change.

Questions for an Employer?

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- What are the top three challenges for a person in this role?
- What does success look like six months into this job?
- What happens now?



End of an Interview...

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- Briefly mention any of your relevant achievements or skills that haven't come up
- Thanking the interviewers for their time
- Emphasising your interest in the job



Five things that you should never do in an interview

1. Swear
2. Overshare
3. Veer into over familiarity
4. Leave your phone on or even worse look at it
5. Ask about the perks



3. After the Interview

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If you were not successful in your interview:

- i. Ask for feedback as it provides valuable information that may help you better prepared for the next interview
- ii. Opportunity to ask if they know of anyone who may be interested in employing someone with your skills, abilities and experience
- iii. Builds a relationship so that if they advertise again, you will feel more comfortable contacting them to get background information about that job and applying for it

Strategy for a Winning Interview

1. Preparation
2. Presentation
3. Practice



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ANY QUESTIONS?

