

Mastering the art of interviews

There are a few simple ways in which applicants can be sure to leave a positive lasting impression on the potential employer. Appearance is crucial to a good impression because, say psychologists, more than 50% of another person's perception of you is based on how you look.

The job market is highly competitive so job seekers should always maintain a high standard of professionalism. Professionalism is: preparation, presentation and punctuality.

Preparation is the key to a successful interview



1. Here are some suggestions on what to do a few days before your job interview. Insert the phrases into the text.

1. business suits.
2. to complete an application form
3. school certificates, letters of recommendation, a reference sheet, samples of work
4. the traffic, the weather,
5. a good night's sleep,
6. asking and answering interview questions.
7. products and services.
8. the full name, address and phone number of the company.
9. your strengths and abilities.

Before the interview...

Prepare an interview packet.	Take with you or any other items that might help present your qualifications for the position.
Know where you're going and how to get there.	Write down the time and date of your appointment, as well as Put this information in your wallet. Make arrangements to travel to and from this location. Find out how much time you need to get there ten minutes early. Do not arrive too early, because this suggests you have nothing better to do than sit in the waiting room. Think about and other factors that can cause delays in the travelling time.
Research the company.	Research the organisation before the interview. Ask for information about the organisation and for a job description when the interview is set up. Know the organisation's This research will help you to ask intelligent questions about the company's operations and to discuss the company's needs along with

Be prepared to ask and answer questions.	Practice When the interviewer asks if you have any questions, be prepared to ask things that will help you to decide if the job is right for you.
Review your resume/job application.	Make sure you have it fresh in your mind, because it will be fresh in the mind of the person who interviews you. This will enable you to provide information that may be required and if one is necessary or if it was not done before the interview.
Choose and set aside your interview clothing.	A general rule: dress much the same as the company employees who work in that job do, but just a little bit better. Executives should wearWhite collar people should wear dress clothes. Blue collar workers should wear work clothes.
Relax.	Maintain your psychological well-being by getting , eating well, and preparing yourself several days in advance of the interview.

2. Here are some general tips on how to dress for a job interview for both men and women, for men and for women. Complete the following table and discuss the points with your classmates.

1. No patterns – wear solid colour.
2. Minimal make up.
3. Neat hair style.
4. Avoid beard and moustache, or make sure it is well trimmed.
5. Minimal cologne or perfume.
6. Clean, short finger nails.
7. No visible body piercing.
8. Dark shoes and dark socks.
9. No chewing gum, sweets or cigarettes.
10. No jewellery except for a wedding ring.
11. Conservative two-piece suit and tie.
12. Long sleeve shirt.
13. Get a hair cut, short and conservative style is best.
14. No earrings.
15. Avoid dresses.
16. Shoes with conservative heels.
17. One set of earrings only.
18. Clean shoes.



What to wear for a job interview

Both	Men	Women

During the interview...

Another problem is how to behave at the interview.

1. Remember that the interviewer is not assessing only your skills and experience, but also whether s/he likes you. The more the interviewer feels comfortable with you, the better the interview will go.

Body language is important!

HANDSHAKE: A dry firm hand shaking reflects a strong personality, which is what most employers are looking for. Limp and sweaty hands are definitely negative. This is the first body language in the interview that your interviewer will “read”.

EYE CONTACT: Maintain eye contact, but do not stare. If you are uncomfortable with this kind of body language look at the interviewer’s nose it has the same effect. Do not let your eyes wander away from your interviewer.

POSTURE: Reflects energy, enthusiasm and self control. Stand and sit erect. Slouching does not reflect positive attitude in interview body language.

FIDGET: do not fidget. Avoid playing with your hair, clicking pens and biting nails

HANDS: Do not exaggerate hand gestures when you are talking. Try answering an interview question in front of a mirror. You will realize how much you move your hands while talking.



2. Do you know these parts of the body?

arm - eye - fingers - hand - head - leg - mouth

Insert the best word into each space.

It is very important to shake (1) firmly, but not too fiercely.

(2) contact should be maintained at all times.

Don't cross your (3) – it might give the impression that you have something to hide.

Don't cross your (4) provocatively if you are a woman in a short skirt!

Keep your (5) as still as possible – don't drum your (6) nervously and don't put them near your (7) !