

# JOB INTERVIEW



**INTERVIEWER** - responsible and controls the job interview process

**INTERVIEWEE** - responsible and asks the questions of an interview

## CONCEPTS TO REMEMBER

- 1. Interview is a process
- 2. Interview is a selection process
- 3. Interview is a two-way communication process
- 4. Interview is a process of mutual selection

## What would you ask interviewee after

1. Name of school
2. Name of college/university
3. Name of school for graduate studies
4. Degree obtained
5. Organizations, clubs, societies, etc. in college and university
6. Major's specialization
7. Major activities, hobbies and pastimes
8. **PERSONALITY**
9. **PERSONAL ACHIEVEMENTS**

## Feedback building

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Name</li> <li>2. Title</li> <li>3. Office</li> <li>4. Company</li> <li>5. Address</li> <li>6. Contact</li> <li>7. E-mail</li> <li>8. Fax number</li> <li>9. Telephone</li> </ol> | <ul style="list-style-type: none"> <li>1. Interview was well conducted</li> <li>2. Interviewer appeared to be interested</li> <li>3. Interviewer asked things</li> <li>4. Interviewer asked</li> <li>5. Interviewer listened</li> <li>6. Interviewer encouraged</li> <li>7. Interviewer was friendly</li> <li>8. Interviewer was polite</li> <li>9. Interviewer was good</li> <li>10. Interviewer was helpful</li> </ul> |
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## Things you may mention at the interview

Company	Office visit
People	Interviewer's attitude
Interviewer	Interviewer's questions
	Interviewer's interest
	Interviewer's politeness
	Interviewer's friendliness
	Interviewer's helpfulness
	Interviewer's respect

## Choosing a job

Before you start a new job, you should think about the job and find the following factors in your mind:

- 1. Interesting
- 2. Good working hours
- 3. Good working conditions
- 4. Good salary
- 5. Good location
- 6. Good benefits
- 7. Good working environment
- 8. Good working atmosphere

## How about your

1. How about your education level?

2. How about your

3. How about your experience, skills and

4. How about your

	GOOD	BETTER	WELL
1. How about your education level?			
2. How about your experience, skills and			
3. How about your			
4. How about your			
5. How about your			
6. How about your			
7. How about your			
8. How about your			

## Practice things

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Interviewer: \_\_\_\_\_

## Notes for the interviewer

1. How about your education level?

2. How about your

3. How about your

4. How about your

5. How about your

6. How about your

7. How about your

8. How about your

