

Useful tips for a successful job interview

Group 1

What should you do in a job interview?

- *Research the company, check out the website and get most pieces of information as you can about how the company presents itself, its workplace culture, its dress code and whether it's business casual or more formal.*
- *Punctuality is always a good way to start! They say that showing up in time is a good way to present yourself as a person who truly cares about the job and the company as well.*

What should you wear?

Generally, a job interview calls for you to wear professional, or business, attire.

- For men, this might mean a suit jacket and slacks with a shirt and tie or a sweater and button-down.
- For women, a blouse and dress pants or a statement dress is appropriate.



What should you bring with you to a job interview?

-In order to impress the interviewer, bringing extra resumes is essential.

-We should bring things such as education certificates from GCSE, A level and University and any additional qualifications that you may have.

-This will support what we have said in our interview and it will show the interviewee that we are proud of the achievements that we have made.



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Seeking managerial position in Sales & Marketing/Business Development with a growth oriented organization in the software industry, preferably in London.

EXPERIENCE

Progressive Technologies Inc.

July 2012 to Present

Sales Executive

- Increased territory sales from less than \$4 million to \$8.2 million within two years, exceeding quota by 12% in 2013 and 15% in 2014.
- Ranked as #1 sales manager (out of 12) in 2013 and 2014.
- Fostered a robust, sustainable network of buyers from London to Cardiff, leveraging strong listening, presentation and closing skills to optimize sales results despite previously dominant competitor advantage.
- Sold and marketed multimedia, computer-based training, graphics and 3-D design, photoimaging, sound editing, and web page development tools to key Fortune 500 and 1000 accounts.

Niche Software Ltd.

January 2010 to June 2012

Junior Sales Executive

- Managed daily operations of the IT service department generating \$12.5 million annually. Provided floor sales leadership and supervised eight associates. Rapidly promoted from initial junior sales executive position.
- Tracked sales using relevant software to provide accurate reports and monitored competitor activities closely to identify any business threats
- Gathered customer satisfaction surveys and regularly updated contact database
- Contributed to identifying upcoming product opportunities – supported product development to develop new products

EDUCATION

University of Arizona

2009 to 2010

MBA, Master's in Business Administration

- Graduated summa cum laude
- Won the "Next Gen Entrepreneur Award" for a sales and marketing plan development for a software start-up

SKILLS

- Microsoft Office Suite
- Financial Forecasting
- Sales team supervision
- Presentations & Proposals
- Relationship management
- Effectively meet deadlines
- Achieve targets and work under pressure
- Accounting-related computer literacy
- Excellent communication skills,
- Proactive and intuitive leader

OTHER CREDENTIALS

Professional Development:

- Dale Carnegie Sales Training
- Leadership Through Quality
- Account Management-Selling System
- WIN Sales and Marketing Programs, New York
- Certification Program in Sales Management (CPSM)

NONVERBAL COMMUNICATION

Nonverbal communication refers to gestures, facial expressions, tone of voice, eye contact (or lack of), body language, posture, and other ways people can communicate without using language.

DO

Sit up straight, lean slightly forward, and look your interviewer in the eye. Smile and engage with each interviewer and nod slightly as he or she speaks.

DON'T

Try not to slouch or cross your arms as questions are asked. Don't fidget. Try to project body language that is positive and indicates interest. The best way to show confidence is by sitting in an "open stance". That's why you shouldn't cross your arms or do anything that makes you seem hesitant or closed-off.



HOW TO ACE YOUR NON-VERBAL COMMUNICATION IN AN INTERVIEW

SITTING



Sit up straight
(don't slouch)

Lean forward
(to show interest)

Smile and nod
(at appropriate times)

YOUR HANDS

Relax

Try not to fidget

Hold a pen or a notebook

Make sure your hands are clean and nails trimmed



EYE CONTACT



Don't stare

Don't avoid eye contact

Make eye contact for a few seconds at a time

Look at different points of your interviewer's face

BEFORE LEAVING

Smile

Give a firm handshake

Thank them for their time

Look at the interviewer in the eyes



DON'T

Don't show signs of panic and don't lose your cool if things take an unexpected turn or you face a tough question. Also don't rush while answering. You don't want to blurt something out that you can't take back, so stay calm.



HOW YOU SHOULD ACT

DO

*Stay poised and relaxed. Interviews are designed to see how you react to challenge. That's why so many interviewers try to throw in that one **unexpected question**. When it comes, be relaxed, flexible, and as engaging as possible. Keep a smile on your face even if you don't have a ready answer. This will show your interviewer that you don't get rattled, even when you don't have all the answers. If you need time to think, say, "that's a great question, let me think for a second. I want to give you a good answer here." No hiring manager is going to fault you for doing that once or twice. Keep open body language!*

WHEN TO HOLD BACK

DO

Let the interviewer feel in control. Let them take the lead and follow the general direction that they're guiding the conversation in. Chances are they have certain things they need to find out from you in order to know if this job is a good fit. And the more you help them gather this info, the better they'll feel about you as a candidate (even if you're missing one or two pieces of experience). Keep a normal and controlled voice tone.

DON'T

This doesn't mean you should be completely passive and let it be a one-sided conversation. Don't be afraid to ask the interviewer to clarify something, **ask questions** midway through the interview, or even go back to a topic you previously discussed if you think of something extra you want to share. So while you don't want to dominate the conversation (remember, the interviewer has topics and questions they **need** to cover), do ask follow up questions and turn the interview into a dialogue, not just a one way question-and-answer session. Don't life your voice to high!

- **Commercial awareness (or business acumen)**
- **Communication**
- **Teamwork**
- **Negotiation and persuasion**
- **Problem solving**
- **Leadership**
- **Organisation**
- **Perseverance and motivation**
- **Ability to work under pressure**
- **Confidence**

What skills do you need for this?



Is an assessment centre the same as an interview?

An assessment centre is a combination of tasks and activities that test your suitability for the job. You'll have the chance to demonstrate a wider range of skills than you would not have been able to during a traditional face-to-face interview.

The assessment centre method provides a sort of wide-ranging, multidimensional assessment that has a strong record of both research significance and practical effectiveness to be accepted by participants and decision-makers alike. In essence, the purpose of assessment centre is to examine the skills and psychological state of an individual in order to determine his or her performance.