

**Date: 15 MARCH 2008**

**Start at 7:00 AM**

**The Skills you need to win  
the Interview Game**

**©2006 ExtensionBay LLC**

## Perfect Answer is AAA

**There are two kinds of people in the world – those who walk into a room and**

**Say, “ There you are”**

**and those who say “ Here I am!”**

## Perfect Answer is AAA

- **Authentic**

- Does the answer sound true
- Can the applicant be viewed as sincere
- Does the answer look canned?
- Text book answers are clue that the applicant may not be authentic.
- The flexibility of the answers helps avoid the tone that the applicant is parroting answers from a book.

## Perfect Answer is AAA

- **Automatic**
  - Answers must be so easy to remember that they come to mind easily.
  - Very complex and wildly creative answers may sound great in the book.
  - These answers must not jump to mind when the reader is under great stress.
    - Easy
    - Clear
    - Forthright answers
    - sell an applicant's skills and personality best.

## Perfect Answer is AAA

- **Accurate**
  - Interviewers want exactly the information they ask for
    - and not a sentence more.
  - You are encouraged to prepare answers from their actual experience with
    - few dates,
    - examples
    - mini case studies

- **Talk low, talk slow, and don't say too much**
  - **Specific – I tested several products during last 3 years of service.**
  - **Short – Answer the question with a specific answer**
    - **but don't elaborate on the background information.**
  - **Supportive – be sure that your answers sounds supportive, warm , even if it is business like.**

## Rules of the Game

- **Possesses basic skills and experience required for the position.**
- **Satisfies the needs of the recruiter, human resources professionals, hiring manager, and other interviewers.**
- **Establish rapport with interviewers and creates the perception of being like them.**

## Rules of the Game

- Exhibits impressive displays of energy and passion.
- Demonstrates a personality compatible with the hiring manager and the responsibilities of the position.
- Possesses qualities that differentiate the individual from competing candidates.
- Presents a detailed understanding of company products, culture, industry, and politics better than most employees.

## Prepare for perfection

- **The company and its industry**
  - **Corporate Background. Mission, strategies, history, office locations, annual report**
  - **Overview of Company Organization. Number of employees etc.**
  - **Press release and industry analysts opinions.**

## Prepare for perfection

- **The company and its industry**
  - Major products and their competitive advantage.
  - Revenue.
  - Company SWOT
  - Competitors and competing products.
  - R&D programs
  - Current and target customers.

## Prepare for perfection

- **The company and its industry**
  - Overview of the industry and where the company appears relative to size and growth.
  - Financial data and SEC filing.
  - Company Accounting, Law or Consulting Firm. You might know someone to call for networking purpose.
  - Social responsibility
  - Career opportunities.

## Prepare for perfection

- **People Profile**
  - **Gathering intelligence on company executives is a critical component of advance preparation., look for commonality with your background in those people.**

- **Details about the position**
  - **Determine the requirements as best as you can, including the functional responsibilities, technical experience and political interaction with other departments, parent organizations or other companies.**

- **Details about the position**
  - **The position description might identify elements of which you have limited knowledge, and the preparation period should be used to learn more about these areas so that you can carry on a basic conversation.**

- **Details about the position**
  - **E.g :- Sarbanes –Oxley Public company Accounting Reforms and Investor Protection Act. As it is often referred, learn the basics of how public companies must be compliant and you can still impress an interviewer.**

- **Where to begin**
  - **There are two obvious starting points, the first is the recruiter or the person who introduced to the company. The next place to go is company websites.**
  - **Networking Groups**

## Brief Description Strategy

- **A brief description should be used in every interview to describe knowledge, accomplishments, and experience, this should replace a simple yes or no answer to an interview question.**

## Brief Description Strategy

- **IT Example – I tested product with 120 defects reported in the field and got release out with zero defects. That increased the customer confidence and increased the sales by 50% next year.**
- **I helped designing a new system for organisation interacting with different customers which become 30% revenue of the company.**

## Elevator Drill

- **An important element of preparation is a two-minute and a thirty-second version of your background and skills supporting the position being sought.**

## Ask questions

- **Do I ask questions – Yes! However, you should be in sell mode and convince interviewers that you value to add and your previous experiences can satisfy what the company needs.**
- **A key principle is to resist the urge to ask questions that have even a remote appearance of being due diligence related,**
  - **for example how many vacations days.**
  - **Asking questions aimed a due diligence in early interviews will likely kill your candidacy.**

- **Anticipate question to be asked**
- **Practice, Practice, Practice**

## **Tactics**

- **Get Dressed for success – First impressions are formed mostly by nonverbal communications including appearance, facial expressions, eye contact, posture and least of all, spoken words.**
- **Last minutes preparation**

## **Tactics**

- **Get there early**
- **The interview objective – To convince each interviewer that you have performed all the position requirements and you have passion for doing them again at this company**

## **Pre-Job Search Preparation**

- Create resume**
- Review the resume by third party**
- Create 25 question from the resume**
- Create a virtual team for every project**
- Visualize the events took place in every project**
  
- Create list of 150-400 questions from the subjects(Use Internet as source)**
- Study answers really well**

## **Before Sending Application**

- **Mirror Exercise**
  - Answer questions in front of mirror
  - Understand body language and Gesture
- **Create Flash cards with Questions**
- **Improve the skills as you progress**
- **Do research about the Job**

## **Applying for Job**

- **Ask recruiter about the positions**
- **Understand the suitability of the position**
- **Forward the resume**
- **Search the list of companies in your area**
- **Search on their web site**
- **Submit the resume for suitable positions**

## **Attending the Interview**

- **Visit Companies Web site**
- **Talk to people working in the company if you know any**
- **Create 25 questions bank form company web site**
- **Ask those questions during the interview**
- **Dress very neat( If you using hand bags, use an expensive brand name bags)**
- **Arrive early to location( Driving to the location previous to interview will help also)**
- **Have few copies of the resume**
- **Write the name an phone of the interviewer**
- **Get a location map printed.**

## Meeting the interviewer

- Give a warm shake hand
- Your interview starts at the location you meet the interviewer.
- Talk to them about question found the website or location importance
- Ask generic question about the company environment
- As soon as you enter into room, if interviewer ask to get any water for you, you may get the water.
  - This will give some time settle in the interviewer office.

## **During the interview**

- **Be pleasant to the interviewer**
- **Answer the questions crisp and clear**
- **Collect the visiting cards of all interviewers**
- **Remember to say thanks**
- **Remember to make closing speech about the skills**

## **After the interview**

- **Send a thank you email to all interviewers**
- **Keep asking status of the positions till hiring managers says that the position is closed.**
- **Get on to a next position**

# Behavioral Interview Questions

- 1. Tell me about yourself? (Try to hold your response to 2 minutes)
- 2. What do you know about our company?
- 3. Why should we hire you?
- 4. What can you do for us that someone else can't?
- 5. What do you look for in a job?
- 6. What skills and qualifications are essential for success in the position of \_\_\_\_\_?
- 7. How long would it take for you to make a meaningful contribution?
- 8. How does this assignment fit into your overall career plan?
- 9. Describe your management style.
- 10. What do you believe is the most difficult part of being a supervisor of people?
- 11. Why are you looking for a new career?
- 12. How would your colleagues describe you?
- 13. How would your boss describe you?
- 14. How would you describe yourself?
- 15. What do you think of your present or past boss?
- 16. What were the five most significant accomplishments in your last assignment?
- 17. What were the five most significant accomplishments in your career so far?

# Behavioral Interview

- 18. Can you work well under deadlines or pressure?
- 19. How much do you expect if we offer you this position?
- 20. Why do you want to work for us?
- 21. What other positions are you considering?
- 22. Have you kept up in your field with additional training?
- 23. What are your career goals?
- 24. What are your strong points?
- 25. What are your weak points?
- 26. How did you do in school?
- 27. What position do you expect to have in 2 to 5 years?
- 28. If you took the job what would you accomplish in the first year?
- 29. What was wrong with your current or last position?
- 30. What kind of hours are you used to working or would like to work?
- 31. Do you have your reference list with you? (Remember don't give it out unless it is asked for).
- 32. Can you explain your salary history?
- 33. What questions didn't I ask that you expected?
- 34. Do you have any question for me? (See Questions for the Interviewer that you might want to ask below).
- 35. What is the size of group
- 36. What is normal day of QA Engineer?