

## UNIT 3: MANAGING THE JOB INTERVIEW

### 4.0

#### SCRIPT

➤ **SLIDE 1**

➤ **SLIDE 2**

Hello! This is our final session for the “Job Hunting 4.0” Course.

➤ **SLIDE 3**

What needs to be sorted out, before we finish, is listed in the down- below titles.

➤ **SLIDE 4**

Firstly: Managing a face to face Job Interview

➤ **SLIDE 5**

Secondly: Managing a Video Conferencing job interview

➤ **SLIDE 6**

And lastly: Managing a short video of your presentation on YouTube for Job Hunting

➤ **SLIDE 7**

By the end of this session we want you to

➤ **SLIDE 8**

Practice interview skills (emulation of a job interview – Mock interview)

➤ **SLIDE 9**

Attend appearance

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- **SLIDE 10**  
Use proper body language
- **SLIDE 11**  
Identify gaps in answering techniques
- **SLIDE 12**  
Rehearse with a real person
- **SLIDE 13**  
Responding to Common interview questions
- **SLIDE 14**  
As well as
- **SLIDE 15**  
Being self-confident
- **SLIDE 16**  
Keeping clear goals and positive thinking
- **SLIDE 17**  
and Becoming ready to take a job
- **SLIDE 18**  
Managing face to face Job Interview
- **SLIDE 19**  
First of all let's ace the face to face interview!! The traditional, yet important, way of applying for a job
- **SLIDE 20**  
Before the interview you should always keep in mind the 3 R's

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➤ **SLIDE 21**

Research

➤ **SLIDE 22**

Rehearse

➤ **SLIDE 23**

Relax

➤ **SLIDE 24**

Let's see what that means!

➤ **SLIDE 25**

First of all research:

➤ **SLIDE 26**

You want to appear as a well prepared candidate and one of the best ways to impress your interviewer is by showing that you are well informed concerning the company, the position you are seeking, and of course what you want to say about yourself.

➤ **SLIDE 27**

For the company you should be able to articulate their mission and services

➤ **SLIDE 28**

While you should sort out some key words and phrases concerning the exact position that you are seeking.

➤ **SLIDE 29**

When actually you have time to talk for yourself keep your words concise but explanatory when dealing with your skills, interest and personal qualities.

➤ **SLIDE 30**

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It is also quite helpful if you prepare specific examples of your past working and not only life, kind of like success stories.

➤ **SLIDE 31**

Moving on to Rehearse. You might want to try the following:

➤ **SLIDE 32**

First prepare some sample interview questions

➤ **SLIDE 33**

Secondly record yourself practicing while in front of a mirror

➤ **SLIDE 34**

Prepare concrete examples of skills and experiences

➤ **SLIDE 35**

Watch out your body language, handshake and attire

➤ **SLIDE 36**

Lastly you should remember to relax.

➤ **SLIDE 37**

Eat nutritionally, have a good night's sleep, avoid sugar, caffeine or alcohol prior to the interview and plan to arrive early.

➤ **SLIDE 38**

Your preparation is key, but the actual interview can be nerve-racking without having in plan

➤ **SLIDE 39**

So, when in the actual interview do not forget to:

➤ **SLIDE 40**

Have a firm handshake

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- **SLIDE 41**  
keep consistent eye contact
- **SLIDE 42**  
Smile
- **SLIDE 43**  
have positive attitude & confidence
- **SLIDE 44**  
be aware of your posture
- **SLIDE 45**  
keep your language professional
- **SLIDE 46**  
listen actively to your interviewer
- **SLIDE 47**  
and focus on your skills and accomplishments.
- **SLIDE 48**  
If you decide to engage them in a success story to highlight your strengths remember to describe:
- **SLIDE 49**  
The situation – What was the context?
- **SLIDE 50**  
The task- what was the goal?
- **SLIDE 51**  
The action- what did you do?

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➤ **SLIDE 52**

And finally the result- How can you prove you did this well?

➤ **SLIDE 53**

Finally, after the interview you should self-reflect on how you did. What questions you answered well and which responses need improvement in case of other interviews.

➤ **SLIDE 54**

Do not forget to follow up by sending a thank you note, reiterating skills and interest in the job and showing appreciation for the interview.

➤ **SLIDE 55**

Managing Video Conferencing job interview

➤ **SLIDE 56**

All the tips and consultation given for a face to face interview more or less are absolutely essential, also for a video conference job interview.

➤ **SLIDE 57**

So what else should you keep in mind?

➤ **SLIDE 58**

More and more companies are conducting online job interviews.

➤ **SLIDE 59**

These interviews save employer's money because they do not have to pay for a job fair or for candidates to travel to the office. In addition, the technology needed to conduct online interviews has become mainstream, so it is a simple and effective way to interview candidates for employment.

➤ **SLIDE 60**

While for job seekers, it's easy to interview right from home. It saves on travel time and video interviewing, if you prepare in advance, can be less stressful than interviewing in-person.

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➤ **SLIDE 61**

There are a variety of types of online job interviews, but the most typical is the interview via webcam.

➤ **SLIDE 62**

Remember that online interviews are just as important as in-person interviews. Your interview could get you to the next round of job interviewing or even a job offer if the company handles all the interviewing online.

➤ **SLIDE 63**

Here's how to get ready for your interview.

➤ **SLIDE 64**

Dress professionally. Even if you are sitting down, wear nice pants and shoes (you never know when you will have to stand up).

➤ **SLIDE 65**

Clear your workspace and any clutter that is behind you so it doesn't show up on the screen.

➤ **SLIDE 66**

Make sure you are in a quiet room where you will not be disturbed by people, pets, etc.

➤ **SLIDE 67**

Have a piece of paper and pen ready so you are not scrambling to find them later.

➤ **SLIDE 68**

Have a copy of your resume in sight, in case you have to refer to dates.

➤ **SLIDE 69**

Practice using your webcam equipment before the interview so you are sure everything is in working order.

➤ **SLIDE 70**

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The best way to prepare for an online job interview is nothing else than a Mock interview!

➤ **SLIDE 71**

A mock interview is an emulation of a job interview used for training purposes. The conversational exercise usually resembles a real interview as closely as possible, for the purpose of providing experience for a candidate. It can help a job applicant understand what is expected in a real job interview, and can help an applicant improve his or her self-presentation.

➤ **SLIDE 72**

For a free version of mock interviewing click here [MyInterviewSimulator.com](http://MyInterviewSimulator.com)

➤ **SLIDE 73**

If you want to see a great guide on how to act and dress the best for your next video conferencing video click here: <http://l.westuc.com/interview-tips/complete-guide-to-conquering-an-online-job-interview.php#pagetop>

➤ **SLIDE 74**

And click here to see 8 of the most common mistakes when participating in a video conferencing interview: <http://www.cbsnews.com/news/8-mistakes-to-avoid-in-an-online-job-interview/>

➤ **SLIDE 75**

Managing short video of your presentation on YouTube for Job Hunting

➤ **SLIDE 76**

If you find yourself faced with the task of making an application video, fear not!

➤ **SLIDE 77**

The wonderful part about a video application is the level of control it enables

➤ **SLIDE 78**

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It's an interview [minus the mishaps](#) , and with the chance to make a good first impression with the added ability to take as much time as necessary to get it right.

➤ **SLIDE 79**

On that note, here are a few tips to help you make a (slide 79) 5-star application video.

➤ **SLIDE 80**

5-star application video.

➤ **SLIDE 81**

**Plan Before You Film.**

Think about how you'd like to respond to the given prompt, and consider what video format works best for you. Are you comfortable talking to the camera on your computer or phone, or would it be easier to have a friend “interview” you?

➤ **SLIDE 82**

**Don't Recite Your Resume**

Instead of listing past roles and responsibilities, take the opportunity to share an experience or quality about yourself that has particular relevance to the position but that might not shine through on your resume.

➤ **SLIDE 83**

**Work From a Script (But Avoid Reading Directly From It)**

Once you've finalized what exactly you want to cover, plan the main points you'd like to convey and jot down clear ways to say them

➤ **SLIDE 84**

**Make Sure Your Video is Clear and Audible**

We want to see you and hear what you have to say! Reduce background noise, choose a well-lit setting, and a good angle of yours.

➤ **SLIDE 85**

Shoot Several Takes if Necessary

The beauty of an application video is that you don't have to settle on a bad take.

➤ **SLIDE 86**

**Watch Your Own Video**

You should watch your video in order to catch any little mistake. Consider having a friend check it out too—a fresh set of eyes can help notice mistakes or idiosyncrasies that you may have overlooked.

➤ **SLIDE 87**

**Edit What You Make**

Programs like [iMovie](#), [Final Cut Pro](#), and [Movie Maker](#) are intuitive and easy to use, and there are plenty of [free video editing programs](#) to try. You don't have to be a seasoned editor to make small changes that go a long way.

➤ **SLIDE 88**

Now concerning the content of your video, a good way to organize the time of your presentation is by answering the following questions, while remembering to keep it short!

➤ **SLIDE 89**

**Show that you can take responsibilities:**

Talk about a time that you went above and beyond in the workplace.

What projects appeal to you?

How do you define success?

➤ **SLIDE 90**

**Be honest**

Talk about a time you fell short at work.

What are your greatest weaknesses?

➤ **SLIDE 91**

**Show How You Perform Under Pressure**

How do you perform under pressure?

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Talk about a situation that you were forced to make a big decision in a hurry. Talk about one of the biggest challenges you've faced on the job.

➤ **SLIDE 92**

**Show your intentions for the future**

Talk about your five-year plan.

What do you hope to accomplish in your professional career?

Talk about your job history; For example why did you leave your previous company?

When working as a part of a team, what role are you most likely to fill?

➤ **SLIDE 93**

**Show That You Know What You're Getting Into**

Talk about what you know about the company.

Why are you interested in this job/ company?

What are your core values?

➤ **SLIDE 94**

**Show that You're Self-Motivated**

What motivates you? Do you consider yourself to be a self-starter? Tell me why. In what ways have you taken charge in past jobs?

➤ **SLIDE 95**

This was the end of unit 5.

➤ **SLIDE 96**

We hope that now you are ready to begin your Job Hunt!

➤ **SLIDE 97**

We are really glad you were with us on this journey!!!

➤ **SLIDE 98**

Thank you for being a part of this! The EPBE Team!