

# LESSON PLAN 7

## PREPARING FOR A JOB INTERVIEW



### ABOUT THE LESSON PLAN

DURATION: 60 minutes

MATERIAL REQUIRED: Handout 7

### OBJECTIVES :

In this section, you will learn how you go to your first job interview without fear and without nerves because you will be as prepared as possible. First, we show you what you should do before the job interview and then we give you some tips for the possible questions you will be asked during the interview.

### LEARNING OUTCOMES:

- Know what your responsibilities are before the job interview.
- Know the possible questions you will be asked.
- Answer all the questions without any doubts.

### LEARNING CONTENT

- Job interview questions.
- Job interview tips.

#### Theoretical part

Steps to follow in a job interview:

1. Check the information in the job advertisement.

- Find out what skills or qualities you need to highlight.
- Be prepared for questions about previous experience in similar roles.

2. Research the Company

- Check out all the information about the company.
- Know the company's values and its achievements.

### 3. Plan your journey to the job interview

- Make sure you arrive on time.
- Think about what to wear.
- If the interview is by video, make sure, you are connected to the network and that your computer and camera are working properly.

### 4. How to act in an interview

#### **Possible interview questions**

- Tell me about yourself
  - Start with where you are now, then discuss how you got there. Link that with the job, you have applied for, and why you are a great fit for it based on your experience or interests and passions.
- What attracted you to our company?
  - This is your opportunity to show you have done your research. If you are a fan of their products or services, bring that up too.
- Tell me about your strengths and weaknesses.
  - Strengths examples: people skills, honesty, ability to take initiative, communication skills....
  - The key to answering about your weaknesses is to show that you are self-aware-enough to admit your shortcomings, but also to demonstrate your interest and ability to work on yourself.
- Where do you see yourself in five years?
  - The best way to answer this question is to be general, and consider how your interests and goals align with the company's.
- Tell me about a time you made a mistake. How did you handle it?
  - The trick here is to be honest, show a bit of self-awareness, but to give an example of a mistake you made and a lesson you learned that does not interfere with your ability to get the job done.
- Tell me about a time you disagreed with a co-worker or a supervisor. What did you do about it?
  - Avoid disagreements on a personal level and stick with professional situations. The key is to demonstrate your ability to handle conflict in a mature way and come up with a compromise that is mutually.
- Why should we hire you?
  - The most important thing to cover is to make it clear exactly why you are qualified for this position. This can include skills, education, professional experience, and any relevant achievements.
- Why are you interested in working here?
  - A good, well-thought-out response should touch on aspects of the company or job that were not on the job ad, or the industry itself, thus displaying your own research. For example: company mission, values, culture, or reputation.
- Do you have any questions for me?
  - Example: working hours.

### **Keep in mind for the job interview that:**

1. Do not be late for the interview.
2. Remember your CV details.
3. Make a note of your questions.
4. Do not criticise either the employees or your former boss.

## **TIPS FOR FURTHER READING**

### **Bibliography**

- How to prepare for a successful job interview: Robert Half. How to prepare for a successful job interview | Robert Half. (2021, August 18) from <https://www.roberthalf.com.au/career-advice/interview>.
- Simpson, M (2021, April 24). How to prepare for an interview (step-by-step guide). The Interview Guys - Get The Interview, Get The Job! Retrieved November 23, 2021, from <https://theinterviewguys.com/how-to-prepare-for-an-interview/>.

### **References**

- How to prepare for a job interview - YouTube
- Top Interview Tips: Common Questions, Body Language & More - YouTube

## **HANDOUTS**

Handout 7