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## Content

- What is an interview?
- The interview process.
- The interview types.
- Interview errors.
- Online platforms.



## What is an Interview?

- An interview is a set of questions that are asked by a representative from the company to test the qualifications of the candidate Applying for a specific job.
- Interviewing candidates for a state position helps managers and supervisors determine three things before they make a hiring decision:
  - Can the candidate do the job?
  - Are you motivated to do the job?
  - Are you a good fit in the organization?

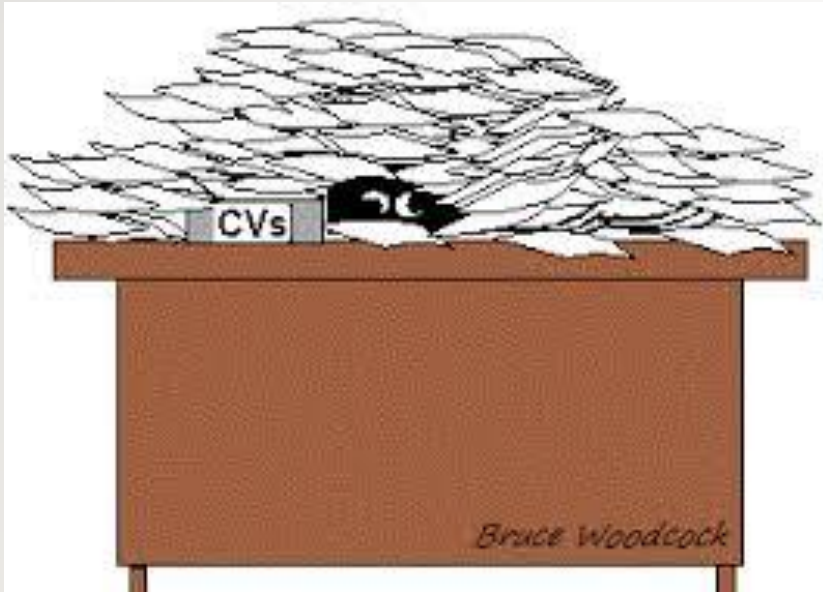
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## How to Find Candidates?

- Head hunting (LinkedIn)
- Job announcement
- Check received CVs

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# CV Filtration



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## Interview Phases

- HR, Technical (one or two) then Manager interview (most probably your future direct manager)

or

- Technical (one or two), HR then Manager interview
- Sometimes, there is a phone/online interview.
- In online interview, ask whether it will be voice/video call.

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# Interview Process

## The Interview Process: Interview Preparation

- Research the organization.
- Compare your skills and qualifications to the job requirements.
- Prepare responses (most important: your role and technologies used in previous projects).
- Plan what to wear (ask them what should you wear formal/semi-formal).
- Plan what to bring.
- Pay attention to non-verbal communication.
- Follow up.





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## Research the organization

- Seek background information.
- Use tools like Vault, CareerSearch or The Riley Guide for an overview of the organization and its industry profile.
- Visit the organization's website to ensure that you understand the breadth of what they do.
- Review the organization's background and mission statement.
- Assess their products, services and client-base.
- Read recent press releases for insight on projected growth and stability.
- Get perspective. Review trade or business publications. Seek perspective and a glimpse into their industry standing.
- Develop a question list. Prepare to ask about the organization or position based on your research.

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## Compare your skills and qualifications to the job requirements

- Analyze the job description. Outline the knowledge, skills and abilities required.
- Examine the hierarchy. Determine where the position fits within the organization.
- Look side-by-side. Compare what the employer is seeking to your qualifications.

## Prepare responses.

- Your role and technologies used in previous projects.
- Most interviews involve a combination of resume-based, behavioral and case questions.
- Practice telling your story in the best possible way.

## Plan what to wear

- Ask them what should you wear formal/semi-formal
- Go neutral. Conservative business attire, such as a neutral-colored suit and professional shoes, is best.
- Err formal. If instructed to dress “business casual,” use good judgment.
- Plug in that iron. Make sure your clothes are neat and wrinkle-free.
- Dress to impress. Be sure that your overall appearance is neat and clean.

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## Plan what to bring

- Extra copies of your resume on quality paper
- A notepad or professional binder and pen
- A list of references
- Information you might need to complete an application
- A portfolio with samples of your work, if relevant

## Pay attention to non-verbal communication

- Be mindful. Nonverbal communication speaks volumes.
- Start ahead. Remember that waiting room behaviors may be reported.
- Project confidence. Smile, establish eye contact and use a firm handshake.
- Posture counts. Sit up straight yet comfortably. Be aware of nervous gestures such as foot-tapping.
- Be attentive. Don't stare, but maintain good eye contact, while addressing all aspects of an interviewer's questions.
- Respect their space. Do not place anything on their desk.
- Manage reactions. Facial expressions provide clues to your feelings. Manage how you react, and project a positive image.

## Follow up

- Bring a list. You may say, “In preparing for today's meeting, I took some time to jot down a few questions. Please allow me to review my notes.”
- Be strategic. Cover information not discussed or clarify a previous topic — do not ask for information that can be found on the organization’s website.
- In your opinion, what makes this organization a great place to work?
- What do you consider the most important criteria for success in this job?
- Tell me about the organization’s culture.
- How will my performance be evaluated?
- What are the opportunities for advancement?
- What are the next steps in the hiring process?

## The Interview Process: Creation of Rapport

- **Before the Interview**

- You should find out as much as possible about the company. That will help you to engage on current issues.

- **Starting the Interview**

- The idea is to be friendly, but professionally so. If there is time for small talk, ask open-ended questions in order to encourage conversation.



## The Interview Process: Creation of Rapport

- **During the Interview**
  - Take care to listen to what your interviewer says, and always stick with topics that are related to the industry, organization and role.
- **After the Interview**
  - A polite follow-up email is a great way to keep the dialogue open between you and your interviewer. Thank them again for taking the time to meet with you.

## The Interview Process: Information Exchange

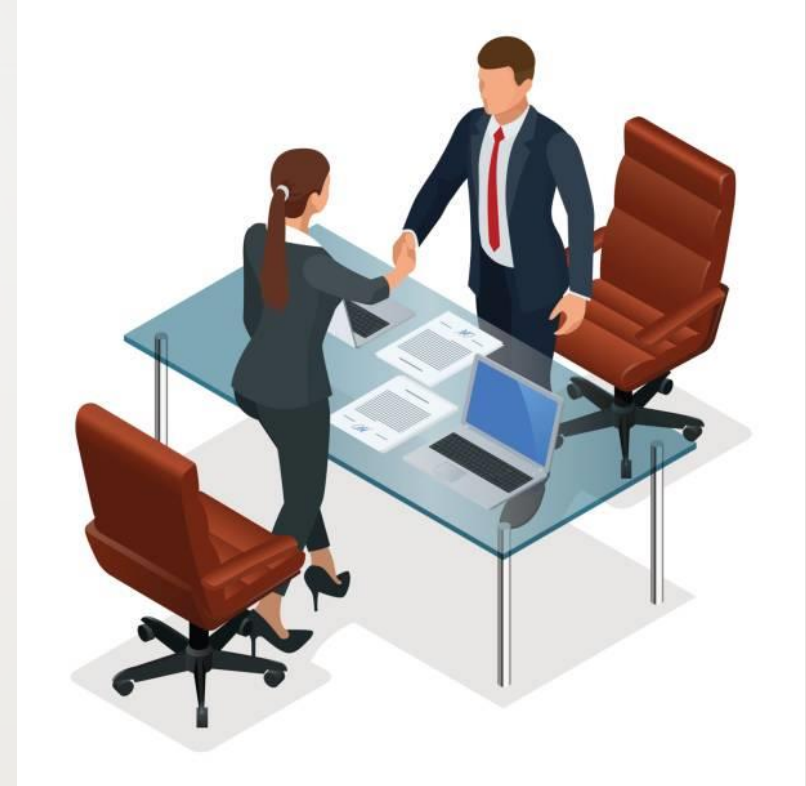
- Make sure to answer the HR and to be precise in those points:
  - Skills
  - Motivation
  - Knowledge
- You can ask the interviewer questions related to the job and company but not easily found in google.



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## The Interview Process: Termination

- Thank the interviewer.
- Inquire for further contacting or checking.



## The Interview Process: Job Offer

- Job offer is usually sent via email
- Details: title, start date, gross and net salaries...

**Gross** income is the amount of **salary** paid to the individual by an employer, before any deductions are taken

- Sign contract and start your new job 😊

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# The Interview Types

## The Interview Types: Unstructured Interview

- Unstructured Interview refers to an interview in which the questions to be asked to the respondents are not set in advance.
- Open-ended questions

## The Interview Types: Structured Interview

- Structured Interview is one in which a particular set of predetermined questions are prepared by the interviewer in advance.
- Closed-ended questions.

## The Interview Types: Mixed Interview

- The mixed or semi-structured interview is one in which the interviewer displays a mixed strategy, alternating prepared and spontaneous questions.
- This way, while the questions prepared beforehand allow recruiters to compare between different candidates, the spontaneous ones give them more freedom and flexibility, letting them focus their attention on the applicant's specific abilities.



## The Interview Types: Stress Production

- Interviewers typically utilize numerous strategies to determine how a job candidate will react when faced with unfamiliar and stressful situations. Often, interviewers act strangely or unorthodox while conducting stress interviews.



## The Interview Types: Stress Production

- The following are common behaviors exhibited by interviewers during stress interviews:
  - Acting hostile toward candidates
  - Appearing uninterested
  - Purposely refraining from eye contact with candidates
  - Constantly interrupting candidates
  - Refusing to listen closely



## The Interview Types: Stress Production

- Excessive note taking
- Arguing with candidates
- Asking uncomfortable questions
- Asking similar questions
- Purposely delaying interviews
- Pausing for extended periods of time following responses
- Asking candidates whether they have anything to add following responses

## The Interview Types: Stress Production

- **Rely on these strategies to effectively respond to questions:**
  - Refrain from being offended. Interviewers are interested to see how you handle criticism.
  - Always act professionally, and keep your cool.
  - Answer questions clearly and do not backtrack on responses if it appears you did not provide the right answer.

## The Interview Types: Stress Production

- You can buy time by clarifying the question asked or the nature of the answer desired.
- You don't necessarily need to focus on the "right" answer, rather the way you go about solving the problem.
- Be open, honest, direct and polite, but don't ever allow the interviewer to emotionally intimidate you.
- Ask for information when it's lacking and state any assumptions you use.

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# Interview Errors

## Interview Errors

- Mistake #1: Appearing uninterested.
- Mistake #2: Being unprepared.
- Mistake #3: Sharing TMI (too much information).
- Mistake #4: Having negative body language.
- Mistake #5: Being late.
- Mistake #6: Being angry.



## Interview Errors

- Mistake #7: Flirting or other inappropriate behavior.
- Mistake #8: Not collecting contact information or asking the next-steps questions.
- Mistake #9: Forgetting the interview is a two-way street.
- Mistake #10: Failing to follow up.
- Mistake #11: Speak badly about past company/ employers.
- Mistake #12: Not asking good questions, or asking the wrong questions at the wrong time.



## DOs

- Arrive on time
- Be confident
- Be honest
- Say “I am not sure” if you do not really know



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# Frequently Asked Questions

## HR Questions

- Tell me something about yourself in brief
- Describe who you are. or Tell me about your background.
- You have changed jobs/jumped ship too many times already, why so?
- What motivates you to do good job?
- What are your weaknesses?
- What will you do in the following situations...

## HR Questions

- What is your expected salary? (ranges for same job differs among companies)
- What are your strong points? or What are your strengths?
- What is your greatest fear?
- If I call up your current or previous reporting manager now, what will be their opinion about you? What will they say that you need to work on?
- Did you ever have a conflict with your current/previous boss or professor?

## Technical Questions (For Software Engineers)

- What development tools have you used?
- What languages have you programmed in?
- What source control tools have you used?
- What are your technical certifications?
- What do you do to maintain your technical certifications?
- How did your education help prepare you for this job?

## Sample of Technical Questions

- Write a C program to find the depth or height of a tree.
- Write a program that reads a positive integer N and then prints an "N times table" containing values up to  $N * N$ .
- How would you check if a binary tree is balanced?
- How do you compare two linked lists?
- How would you detect a loop in a linked list?

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## Mock Interview Platforms

- <https://interviewing.io/>
- <https://www.myinterviewpractice.com/>
- <https://www.interviewbuddy.in/#About>



