

Department of financial sciences and accounting

Level: Master 1

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Lesson 2: job interviews

What are job interviews ?

Job interviews are a critical part of the hiring process, allowing employers to assess a candidate's skills, and experience

What are the types of job interviews ?

1-Traditional One-on-One Interview**

- A face-to-face meeting with a hiring manager or interviewer.

2-Panel Interview**

- Common in larger organizations.

-It includes one applicant who is interviewed by a number interviewers representing different roles in the company

3-Behavioral Interview**

- Focuses on past behavior as an indicator of future performance.- Questions often start with, "Tell me about a time when..."

4-Technical Interview-**

- Assesses your technical skills, problem-solving abilities, and knowledge.

5-Case Interview**

Often used in consulting

- Requires you to solve a business problem or case study.

6-Group Interview**

- Involves multiple candidates being interviewed together.
- Assesses teamwork, communication, and leadership skills.

6-Phone/Video Interview**

- It is conducted remotely via phone or video conferencing tools (e.g., Zoom)

7-Stress Interview**

It is designed to test how you handle pressure.

Interviewer may ask challenging or unexpected questions.

How to prepare for a job interview?

1 Research the Company**

- Understand the company's mission, values, products/services, and recent news.
- Review its website, social media, and annual reports.

2-Practice Common Interview Questions**

- Prepare answers for common questions
- Use the **STAR method**

(Situation, Task, Action, Result)

3-Dress Appropriately**

- Choose professional attire that aligns with the company's dress code.

4-Bring Necessary Materials**

- Copies of your resume, a notebook, and a pen.- A portfolio or work samples, if applicable.

5-Plan Your Journey**

- For in-person interviews, plan your route and arrive 10-15 minutes early.
- For virtual interviews, test your technology (camera, microphone, internet connection) in advance.

What are the Common Interview Questions?

A-General questions

1. **Tell me about yourself.
2. **Why do you want to work here?
3. **What are your strengths and weaknesses?

B. Behavioral Questions**

4. **Tell me about a time you faced a challenge at work and how you overcame it.

5. **Describe a situation where you worked in a team.

C. Technical Questions

7. **What tools or technologies are you most proficient in?**

D. Situational Questions

8. **How would you handle a conflict with a coworker?.

9. **What would you do if you missed a deadline?**

What are the tips to succeed in job interviews?

1-Be Confident and Positive**: Maintain good posture, eye contact.

2- Listen Carefully**: Pay attention to the interviewer's questions and respond thoughtfully.

3-Be Concise**: Avoid rambling; keep your answers clear and to the point

4-**Follow Up**: Send a thank-you email within 24 hours, reiterating your interest and appreciation for the opportunity

Red flags in job interviews What to avoid in job interviews ?

- **Negative Comments**: Avoid criticizing previous employers or colleagues.
- **Overconfidence**: do not be arrogant
- **Poor Body Language**: avoid Slouching, or fidgeting