

## **Department of financial sciences and accounting**

### **Level: Master 1**

### **Teacher:Mrs. Haddad**

### **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