

Interview Techniques

K. B. Beveridge

Institute For Supply Management



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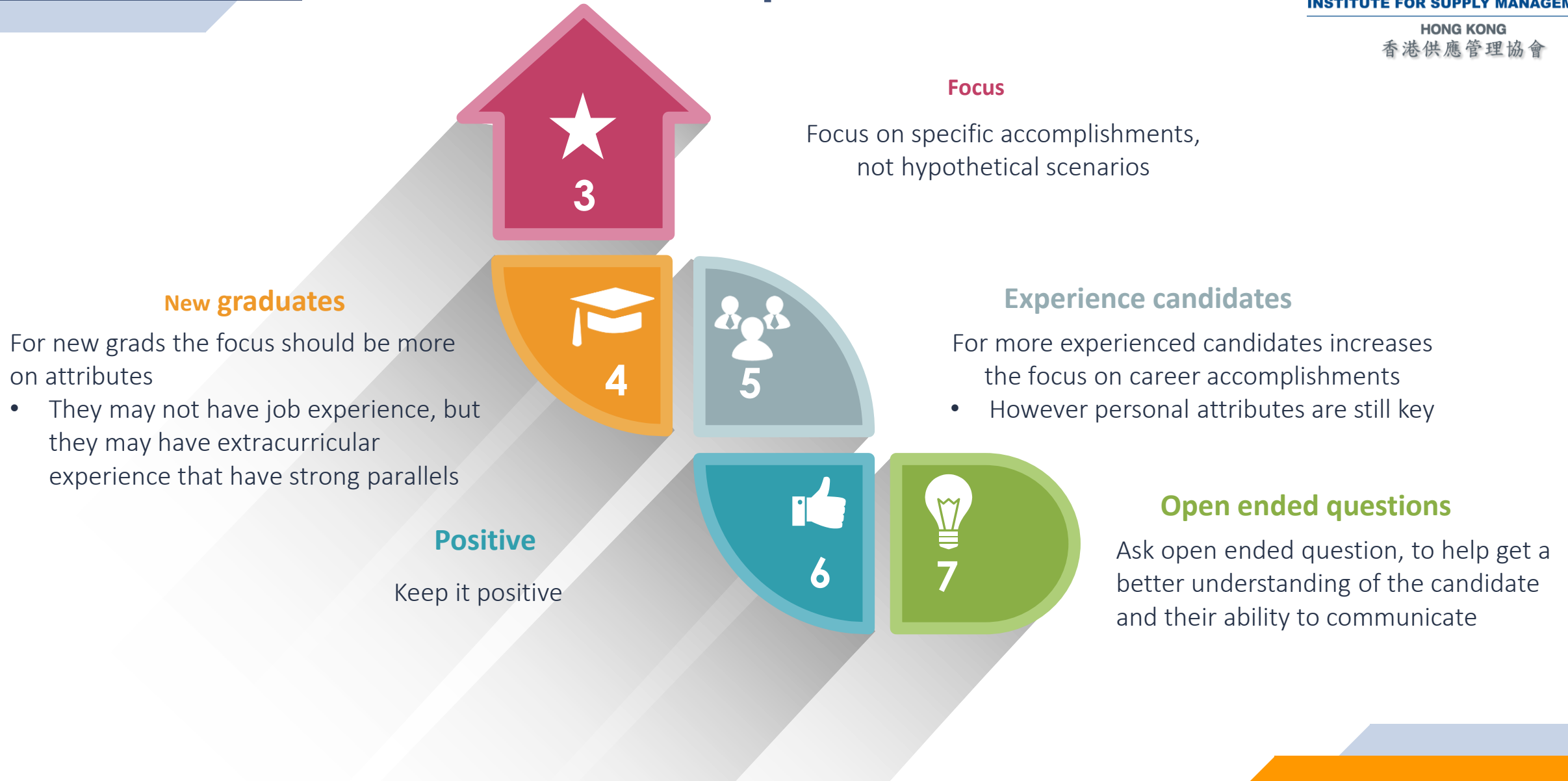


1

Focus on
understanding
the personal
attributes of the
candidate

2

Focus on
skills and
experience





Timing

- 45-60 minutes is typical for a first round interview
- A second interview will often be 90-120 minutes (especially for senior positions)

Comments to Interviewer

- Keep interview positive
- Go into sell mode at end if you like the candidate
- Be prepared to detail next steps for the candidate

Attributes (pattern Interview format)

- Self-starter
- Creative Problem Solver
- Team Player
- Effective Communicator
- Leadership
- Ongoing Learner
- Integrity/Honesty

Experience /Skills

- Work Accomplishments
- Computer skills
- Other Skills (relevant specific job)

General Approach:

- Try to collect specific examples of accomplishment from the candidate from all of the categories above
- When you have doubts in 1 area, probe further
- For experience candidates put more emphasis on Experience/Skills

Other Advice for interviewers

- Prepare your own list of preferred questions in advance
- Be prepared to elaborate on role and the company as well as how the candidate will be measured
- Researching interview question (web, or from books) is recommended but try to not just repeat the common questions from websites
- Aim for a conversational tone to interview

Alternative Approaches

- Tough Questions: Some interviewer aim to test the candidate by asking really tough questions or adopting an adversarial tone – this approach is generally not recommended



Part 2 Techniques for Candidates



A. Early Preparation

Develop your CV/Resume

- Look for feedback on the CV, continually develop
- Tweak it for individual opportunities

Extend your network

- Signup to key job boards, upload your CV (Linkedin, Indeed, Monster, etc...)

Develop a cover letter template- maximum 1 page

Understand and refine your elevator speech

Learn interview techniques

- Including practice with a friend/colleague

Request Letters of Recommendation from colleagues

When you meet people,
do not ask for a job

- Explain your capabilities and ask who they know you should meet

Develop Recruiter/Head-hunter contacts, but do not
rely on them exclusively

My interview success statistics

- 50% Network
- 25% Head-hunters/Recruiters
- 25% On-line ads

Network
Network
Network!!!

Keep this up
repetitively, like
exploring all the
branches of an
overgrowing tree

Apply online, but do not
rely exclusively on them

Research interview techniques on the web

- Read up on the common questions
- Role play your answers for the common ones

Prepare your stories

- Pick 10 strong stories that display your capabilities and what you have accomplished
- These stories will help you move beyond standard answers to common questions and demonstrate your value with specifics

Practice Interview

- With a friend/acquaintance
- With job interviews
- Learn from your interviews, refine your techniques
- Reuse and refine stories that you find resonate with interviewers

Research the company

- Company website
- News on the company
- News on the industry
- Who are their competitors
- If public company, browse annual report
- Give thought to how you can help them

Review your stories

- Review your stories – have the ones relevant to job ready
- Have relevant questions (on the role and company) ready for the interviewer
- Questions can be as memorable as answers

Show up early

- Anticipate traffic problems
- Take care of your appearance

Show confidence

- Shake hand, make eye contact
- Listen more than you talk

Adopt a conversational tone

- Look for chances to tell your stories
- In response to their questions



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