

# Interview Techniques

K. B. Beveridge

Institute For Supply Management



# Contents

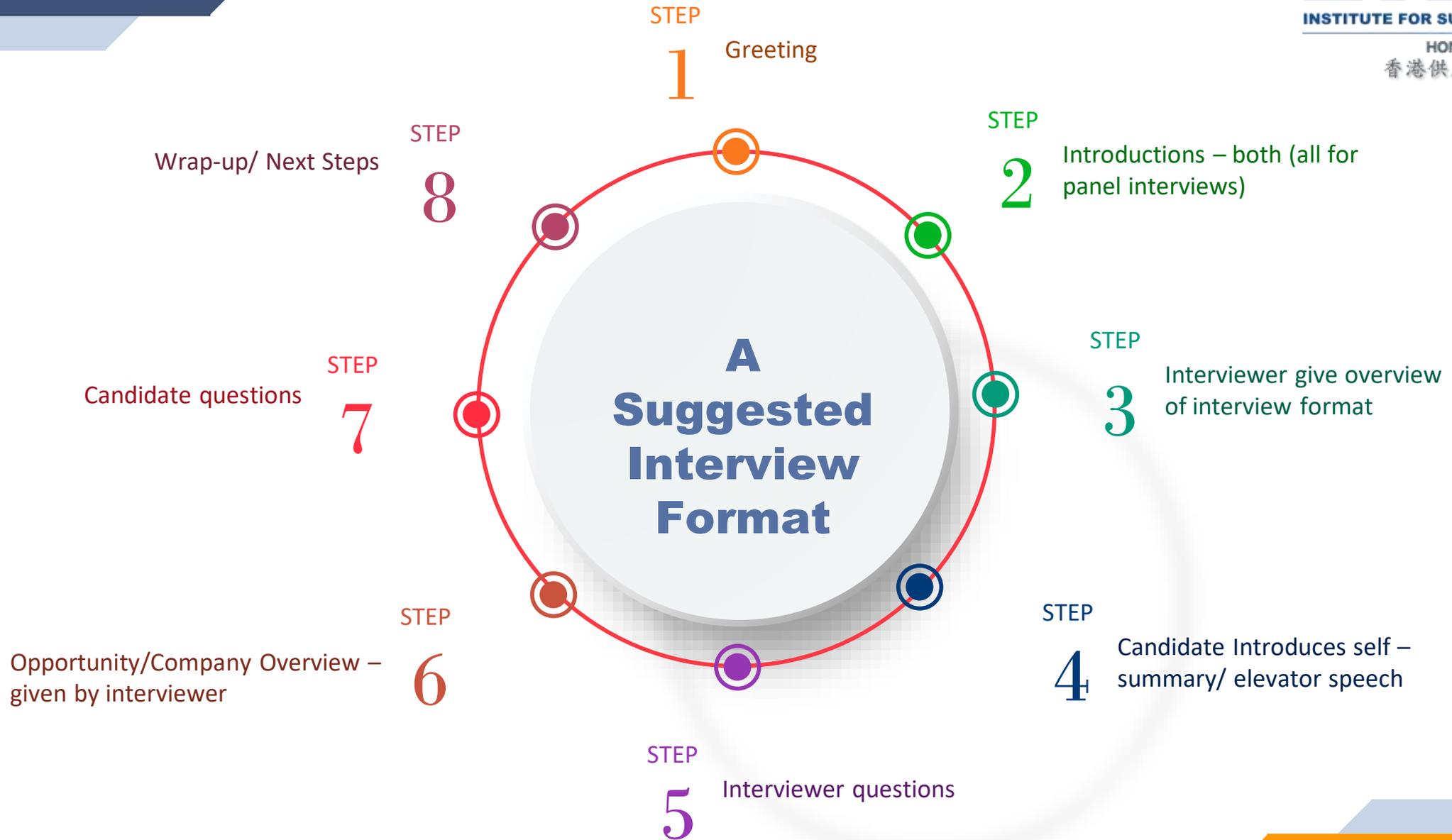
## Part 1 - Techniques for Interviewers

- Interview Basics
- Interview Format/Agenda
- Interview Checklist

## Part 2- Techniques for Candidates

- Interview best Practices
- Early Preparation
- The Job Search
- Pre-interview Preparation
- The Interview







## 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

• Regularly 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



# JOIN US NOW!



Register for CPSM Exam



Register for ISM-HK Membership