

JOB INTERVIEW

DUE50032 COMMUNICATIVE ENGLISH 3



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PREFACE



This e-book is intended for polytechnic students as a supplementary resource for reference and additional activities in preparing themselves for job interview. This is in line with the rapid development of current multimedia technology, where e-book has become convenient for students to improve their learning performance.

The e-book includes part of job hunting mechanics where they will develop their abilities and capabilities to attend job interview in the future. The input provided will help them for better comprehension and enable them to apply the skills when attending job interview.

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WHAT IS A JOB INTERVIEW?



An interview is a formal meeting between a job seeker and an employer. The employer will ask questions to determine whether the job seeker is an appropriate employee for the job and the company. During the job interview, the employer hopes to determine whether or not the applicant is the right fit, while the applicant tries to learn more about the position while also impressing the employer.

PREPARATION BEFORE AN INTERVIEW

Here are several benefits you earn by preparing ahead of your interview:

IMPROVES YOUR COMFORT



Preparing for an interview at home better prepares you for the real interview. When you know many of the questions they might ask and understand how to answer it relieves stress and increases your comfort level.

INCREASES YOUR CONFIDENT



As you alleviate stress and prepare for your interview, your confidence rises. Confidence within an interview increases the chances of remembering the skills and experience you earned in previous positions.



RESEARCH THE COMPANY

Research the company along with its history, values and mission. Check their official website first, then move onto other sources. It also prepares you to answer any questions relating to the company, proving that you familiarized yourself with who the company is.

PREPARE A SET OF QUESTIONS

Take the time to prepare, by reviewing the different types of possible interview questions you'll be asked, as well as by taking a look at sample answers for each type of question.

PRINT OUT PHYSICAL COPIES OF YOUR RESUME

Print several copies out before your interview. Additionally, if they ask any questions directly related to your resume, you can immediately reference it to address their questions or concerns.

6 THINGS TO DO BEFORE AN INTERVIEW

CONDUCT A MOCK INTERVIEW

Find someone you trust or who has experience in interviewing and conduct a mock interview.

Assign them a series of questions to ask related to your role. At the end of the interview, take any feedback they have on improving your performance.

DRESS FOR THE ROLE

Choose a set of clothes that are appropriate for the role. For example, if the role requires business casual attire, choose business professional attire for the interview, including a suit and tie or skirt and blouse.

DETERMINE THE FASTEST ROUTE

Use helpful mobile applications that monitor local traffic and map out the fastest route to your interview. Determine how long the drive takes and leave yourself that amount of time to get there before leaving.

JOB INTERVIEW ATTIRE



Whenever we get an interview call, the first question that pops up in our mind is what to wear to an interview. It is a significant moment; every detail matters, starting with what you wear. Your choice of interview clothing isn't just about fashion, it significantly impacts how potential employers perceive you and whether they decide to hire you. Being strategic in your interview attire can help you make a good impression.



JOB INTERVIEW ATTIRE



IMPORTANCE OF DRESSING RIGHT FOR AN INTERVIEW

Here are several importance of dressing the right attire for your interview:

FIRST IMPRESSIONS MATTER



Preparing for an interview at home better prepares you for the real interview. When you know many of the questions they might ask and understand how to answer it relieves stress and increases your comfort level.

REFLECTING ON ROLE AWARENESS



Dressing appropriately for the job signals a candidate's understanding of the responsibilities and expectations of the position. It showcases a level of preparedness and seriousness about the opportunity. It also shows that you've researched the position, indicating that you may be a good fit. This can help the interviewer see you as a strong candidate.

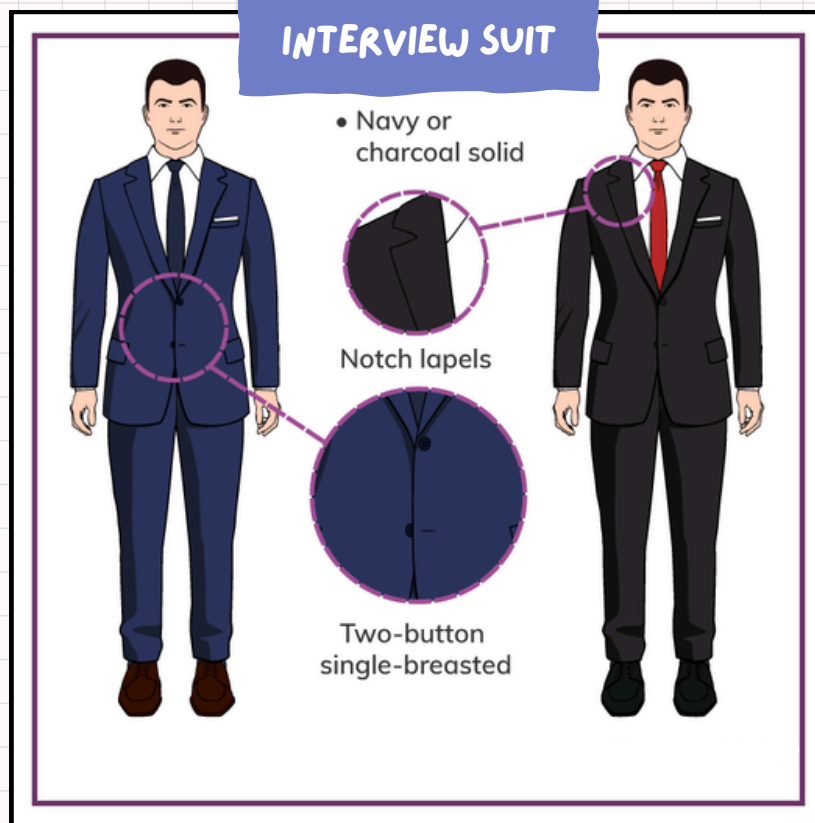
BUILDING TRUST THROUGH PROFESSIONALISM



Professional attire fosters a sense of trust and credibility. It conveys a candidate's seriousness and commitment to the interview process and the potential future collaboration. When you dress professionally for an interview, you show that you respect the interviewer's time and are taking the opportunity seriously.

JOB INTERVIEW ATTIRE

MEN'S INTERVIEW ATTIRE



The best interview outfits for men in the corporate world tend to be conservative.



Choose neutral colors: Opt for colors like black, navy, gray, charcoal or white, as they are safe, professional, and versatile.



Prioritize feeling comfortable and confident. Make sure your garments do not restrict movement or irritate your skin so that you can focus on the conversation with a potential employer.

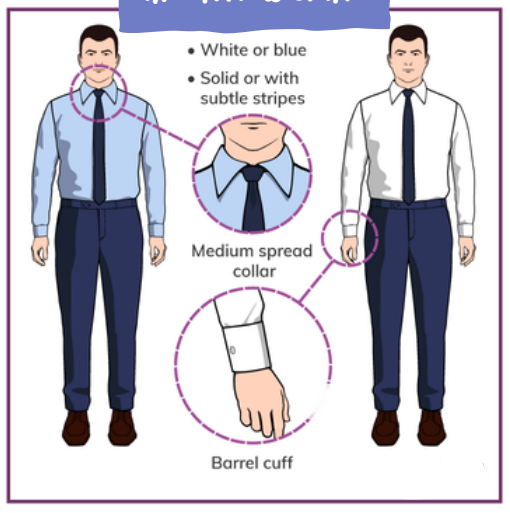


Ensure clothes fit well: Your clothes should not be too tight or too loose



Wear clean, ironed clothes: Wrinkled clothing gives off an impression of carelessness.

INTERVIEW SHIRT



- ✓ Choose either a white or light blue shirt ideally in a solid colour
- ✓ Long-sleeved, tucked in and buttoned all the way up
- ✓ Medium spread collar
- ✓ Barrel cuff

- ✓ Black or dark brown shoes with dark-coloured socks
- ✓ Clean and well polished
- ✓ Conservative leather shoes

INTERVIEW SHOES



INTERVIEW ACCESORIES



- ✓ Tie should be subtle yet elegant
- ✓ Solid-coloured and understated tie
- ✓ Belts should be simple and match your shoes in terms of colour
- ✓ Dark-coloured socks
- ✓ Conservative glasses

WOMEN'S INTERVIEW ATTIRE



Suit up: For corporate and more formal settings, a suit is also the go-to option for women. A well-tailored pantsuit or skirt suit in a neutral color is perfect. If you choose a skirt, ensure it's knee-length or longer.



Blouses and tops: Pair your suit with a well-fitting blouse or top in a solid color. Keep it simple and avoid low-cut or overly revealing options. Button-up shirts, boat necks, or modest V-necks are great choices.



Blouse and top colors: Pastel, neutrals, grey, white, and light blue.



Socks or tights: If you're wearing a skirt, opt for neutral-colored socks or tights. They add a touch of professionalism and polish to your outfit.

INTERVIEW SHOES



- ✓ Closed-toe, low-to-medium heeled shoes are the best option
- ✓ Stick to black, navy, or nude shades or match the colour with the outfit
- ✓ Ensure your shoes are clean and in good condition

JEWELLERY

- ✓ Do not go overboard while accessorizing
- ✓ No facial piercings and large jewelry
- ✓ Accessories should not be too flashy or distracting
- ✓ Bracelet, necklace & earrings should not jingle
- ✓ Pick a watch that is simple and elegant.



GROOMING & MAKE UP



- ✓ Keep your nails neat. Make sure to trim and manicure your nails.
- ✓ Style your hair professionally and do not wear flashy hair accessories
- ✓ Opt for minimal makeup. Aim for a natural look that enhances your features without being too bold.
- ✓ Wear light perfume
- ✓ Maintain fresh breath



WHAT NOT TO WEAR TO A JOB INTERVIEW



SPORT SHOES / SNEAKERS

- ☐ Athletic footwear can give the impression of being too casual
- ☐ May not align with the professional setting of an interview



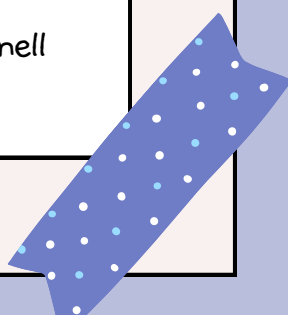
EXCESSIVE ACCESORIES

- ☐ Over-accessorizing by wearing flashy watches or too many bracelets can be distracting and might give off an unprofessional vibe.
- ☐ Oversized or noisy jewelry can also divert attention from your qualifications and professionalism.

OVERLY TRENDY OUTFIT

- ☐ Overly trendy outfits may not align with the conservative nature of many Malaysian workplaces.
- ☐ Refrain from wearing loud patterns or bright colors, as they can be distracting.
- ☐ Avoid combination of radically different patterns, colors, textures
- ☐ Avoid revealing clothing; Dress modestly and professionally to convey the right image and maintain a respectful atmosphere.

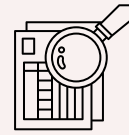
TOO MUCH MAKE UP & PERFUME

- ☐ Heavy makeup may be distracting and not suitable for a professional setting.
 - ☐ Steer clear of strong perfumes or colognes: While it's essential to smell fresh and clean, an overpowering scent can be off-putting to the interviewer.
- 

THE DO'S OF A JOB INTERVIEW



Review your resume and familiarise yourself with what you have written



Arrive at least 20-30 minutes before scheduled time



Mind your nervous habits and body language



Smile as you listen to the interviewer



Think through the question before answering



Provide detailed answers to questions with examples



Link your strengths and skills to the job requirements



Emphasize your relevant skills, experiences and accomplishments during the interview



Ask thoughtful questions



WHAT TO DO WHEN YOU ARRIVE TO YOUR JOB INTERVIEW

Arrive early

Not sure what time to arrive for your interview? Early is always the right answer. Time your arrival to ensure you have 15 minutes of waiting time in the reception area — lateness is not a good look.



WHAT TO DO WHEN YOU ARRIVE TO YOUR JOB INTERVIEW

Take some time

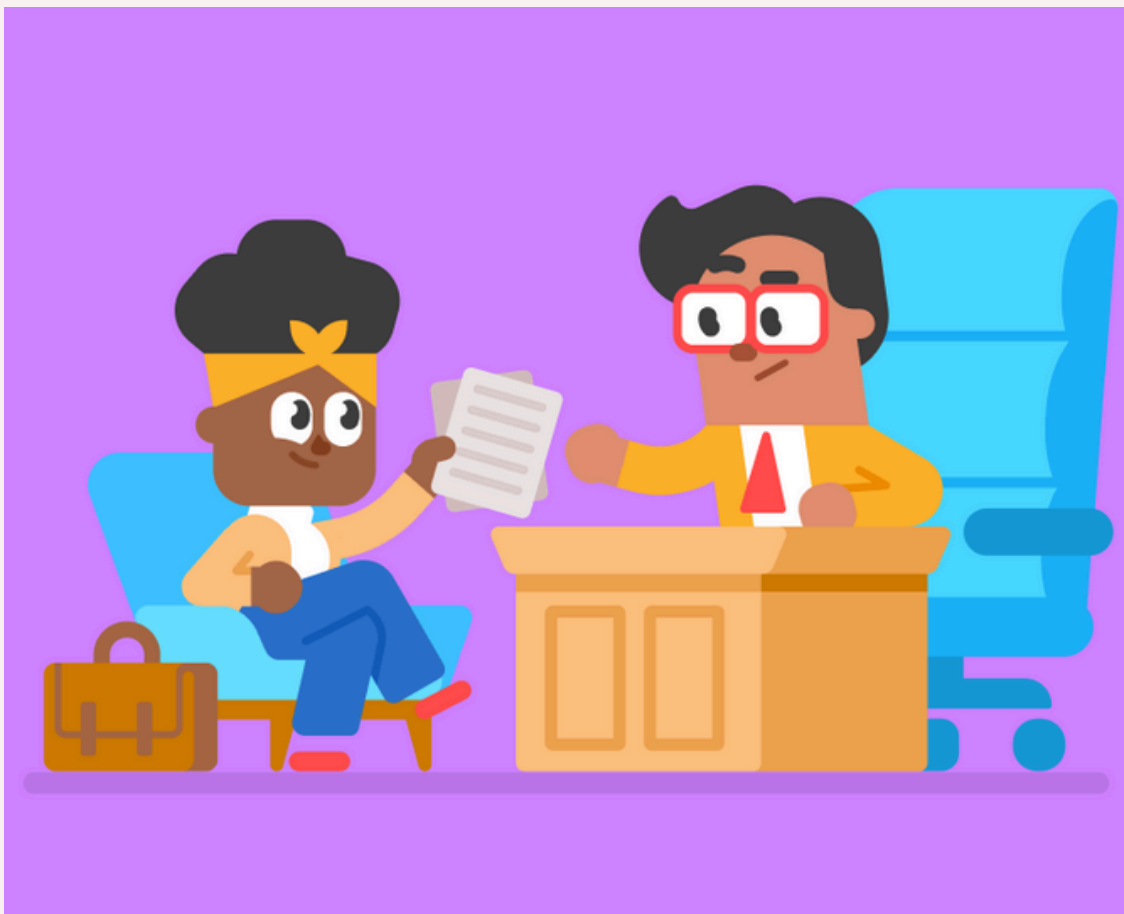
While you wait, make a concerted effort to calm your nerves before stepping inside. Take some long, deep breaths, clear your mind of interview answers and focus on projecting confidence and poise.



WHAT TO DO WHEN YOU ARRIVE TO YOUR JOB INTERVIEW

Be polite

While being courteous and polite should underpin every daily encounter, it's especially important when entering a workplace for an interview.



WHAT TO DO WHEN YOU ARRIVE TO YOUR JOB INTERVIEW

Your first
impression
matters

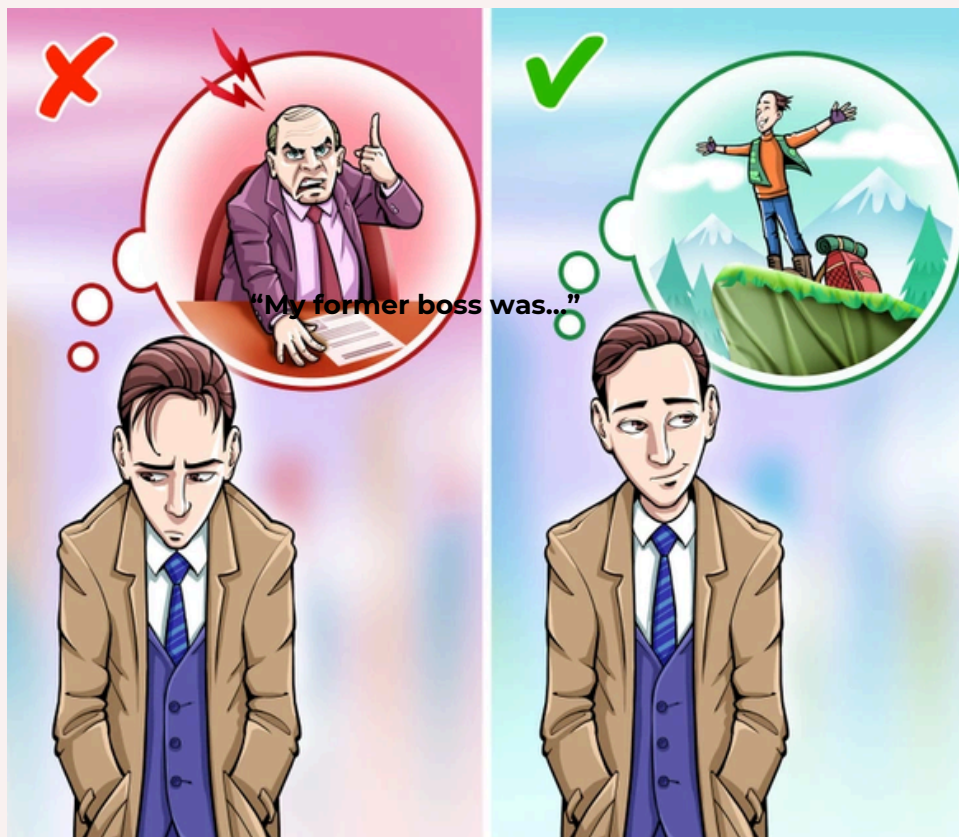
Come equipped with an additional copy of your CV as well as a rich and demonstrative portfolio or examples of any relevant work. It also pays to bring a notebook and a pen.



WHAT TO DO WHEN YOU ARRIVE TO YOUR JOB INTERVIEW

**Positive
attitude
matters**

Even when posed questions that steer towards negativity ('what didn' t you like about your last job? for example), try to maintain an attitude of positivity.



THE DONT'S OF A JOB INTERVIEW



Do not memorise your answers



Do not interrupt the interviewer



Do not say you have no questions

No!!



Do not appear arrogant



Do not be afraid to ask the interviewer to repeat or rephrase the question



Do not hesitate while speaking



Do not criticise your current or former job.



Do not provide irrelevant information

BLAH, BLAH,



Do not talk anything negative about yourself



THINGS YOU SHOULD AVOID DURING AN INTERVIEW

Not Doing Your Research

You might have the skills to do the job, but do you know how the company operates? Check the 'About Us' link on the company website and read their mission statement. Find out who the competition and major players in the market are.



THINGS YOU SHOULD AVOID DURING AN INTERVIEW

Dressing Inappropriately

While smart casual might be the current trend, professional attire is still proper business etiquette for interviews. It's all about first impressions.



THINGS YOU SHOULD AVOID DURING AN INTERVIEW

Poor Body Language

Eye contact, good posture, a cheerful demeanor and a firm handshake will get you a long way in an interview.

Use Correct Body Language During an Interview!



THINGS YOU SHOULD AVOID DURING AN INTERVIEW

Lying on Your Resume

Anything written on your RESUME could be discussed at an interview and a fabrication about your work or education record could damage your reputation in the long run.



THINGS YOU SHOULD AVOID DURING AN INTERVIEW

Discussing Money or Salary

Unless an offer is put on the table, it's not recommended that you discuss money or salary yet.



THINGS YOU SHOULD AVOID DURING AN INTERVIEW

Turning Up Late

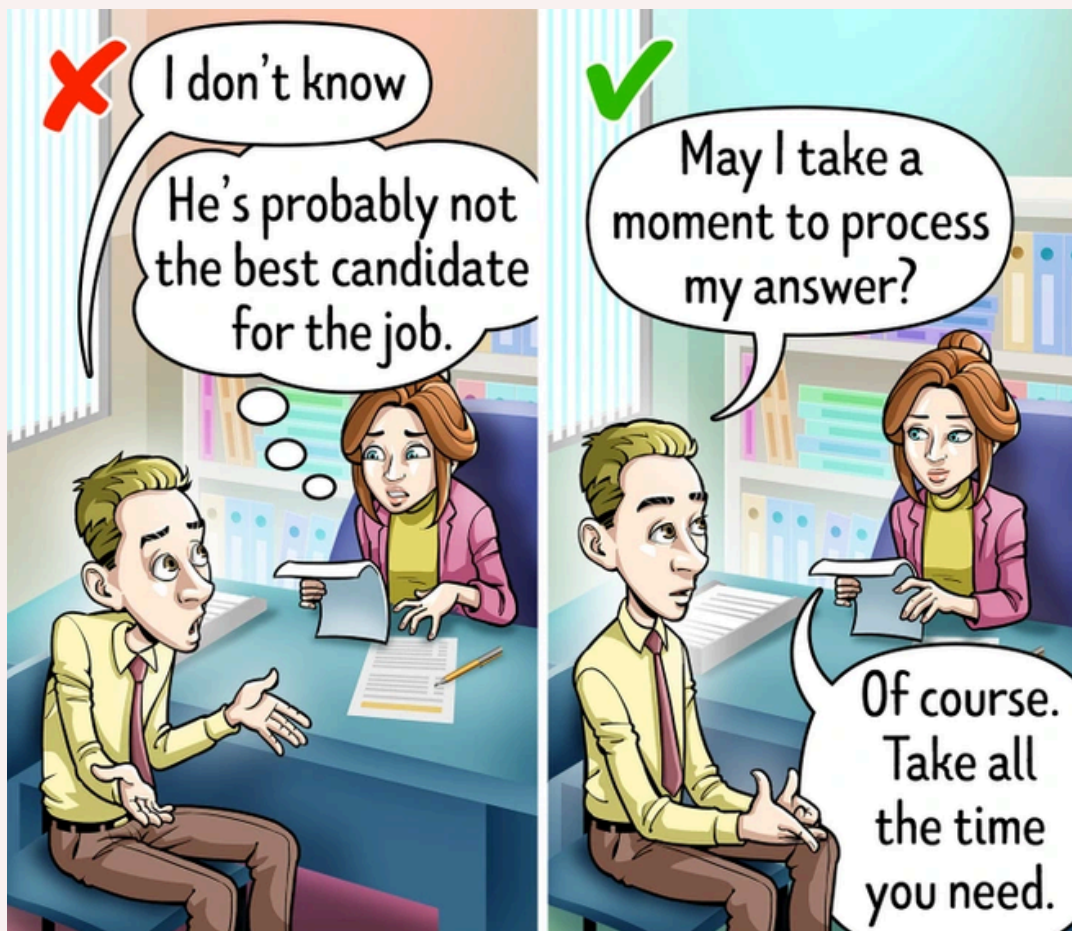
Unless you have a very good excuse and call ahead to rearrange, turning up late for an appointment will not endear you to any employer.



THINGS YOU SHOULD AVOID DURING AN INTERVIEW

Unclear Answering and Rambling

Take time to think before you answer questions and avoid bumbling to an uncomfortable halt; it doesn't inspire confidence.



THINGS YOU SHOULD AVOID DURING AN INTERVIEW

Not Asking Questions

Employers want to see you're interested enough to hear more about the post or company and will look kindly on any well-placed questions.



ARRIVING TO YOUR JOB INTERVIEW

Tell me a bit about yourself.

- Instead of delving into personal anecdotes or redundant career details, use this chance to spotlight key achievements.
- Summarise your career trajectory, emphasising how it aligns with the role you're seeking.

Why do you want to work here?

- Hiring managers pose this question to gauge your enthusiasm and understanding of the company and role. To respond effectively, highlight specific aspects of the company and job that attracted you.

What do you know about us as a company?

- To excel in answering this question, thorough research is vital. This question lets you display your understanding of the company's business and align with its values.
- Start by searching for recent updates, product launches, events, and accolades related to the company. Explore their LinkedIn for unique insights from their posts and employees.

What Are Your Weaknesses?

- Be sure to relate a genuine area of improvement but frame it in a way that demonstrates you are being proactive in addressing the weakness.
- Highlight the steps you've taken to overcome this weakness, and ensure the one you select is not a dealbreaker for the hiring manager.

COMMON JOB INTERVIEW QUESTIONS

Can You Describe A Challenging Situation And How You Handled It?

- The interviewer is looking for you to tell a story—a practical, tangible example of you in action, demonstrating a particular competency.
- It is best to use the STARR method (Situation, Task, Action, Result, Reflect) to structure your answer.
- Choose a situation relevant to the job, emphasizing your problem-solving and decision-making abilities, and ending with a reflection on what you could have done better or would do better next time.

Why Should We Hire You?

- Closely study the job description, and summarize your key skills, relevant career accomplishments to date, and education, and how they align with the job requirements.
- Use these to effectively highlight your unique value proposition and what sets you apart from other candidates in terms of what you bring to the table to drive their business forward and improve results.

Where Do You See Yourself In Five Years?

- Employers want to be sure that you have a strong vision and that you are committed for the long-haul.
- You can demonstrate this through showing ambition and a desire for growth, and ideally, align your goals with a potential career path within the company.

How Do You Handle Constructive Criticism?

- Being able to handle constructive criticism is a sign of emotional intelligence, leadership, confidence, and maturity, qualities that employers desire in their new hires—and which many have admitted are lacking in Gen Z graduate workers.
- Provide an example, using the STARR method, of how you applied this feedback to improve your performance, and what the positive outcome was.

COMMON JOB INTERVIEW QUESTIONS

What makes you unique?

You can structure your answer by following these tips:

- Review the job description for qualities that the employer finds valuable.
- Incorporate ways you've been successful in your previous roles.
- Highlight the traits or skills you've been praised for by former managers and colleagues.

What interests you about this role?

- Hiring managers often ask this question to make sure you understand the role and also to allow you an opportunity to highlight your relevant skills.
- Study the job description carefully and compare its requirements to your skills and experience.
- In your answer, focus on a few job responsibilities that you would particularly enjoy and that you have experience in handling.

What motivates you?

- Employers ask this question to gauge your level of self-awareness and to ensure that your motivations align with the role and the company overall.
- To answer, be as specific as possible, provide real-life examples and tie your answer back to the job role and/or the company's mission.

What are your goals for the future?

- Hiring managers often ask about your future goals to determine whether you're likely to stay with the company long-term.
- This question is used to gauge your ambition, expectations for your career and ability to plan ahead.
- The best way to handle this question is to examine your current career trajectory and how this role could help you reach your long-term goals.

COMMON JOB INTERVIEW QUESTIONS

How do you respond to stress or change?

- How you handle stressful situations and adapt to change is an indicator of your ability to solve unexpected problems and learn new processes.
- Employers want to hire candidates who react to stress constructively and are willing to try new solutions, so it's important that your answer to this question demonstrates personal growth.
- Provide an answer that demonstrates your ability to stay calm under pressure and adapt to new processes.

How do you handle conflict at work?

- Employers ask this question to gauge your communication skills, problem-solving skills and how well you deal with stress.
- A good answer will illustrate a time when you confronted an obstacle, remained calm and worked toward a productive solution.

What is your greatest accomplishment?

- It can be overwhelming to pinpoint your single most impressive accomplishment.
- Instead, think of a few achievements that showcase your work ethic and values.
- Choose examples that also tie back to the main responsibilities of the open role.

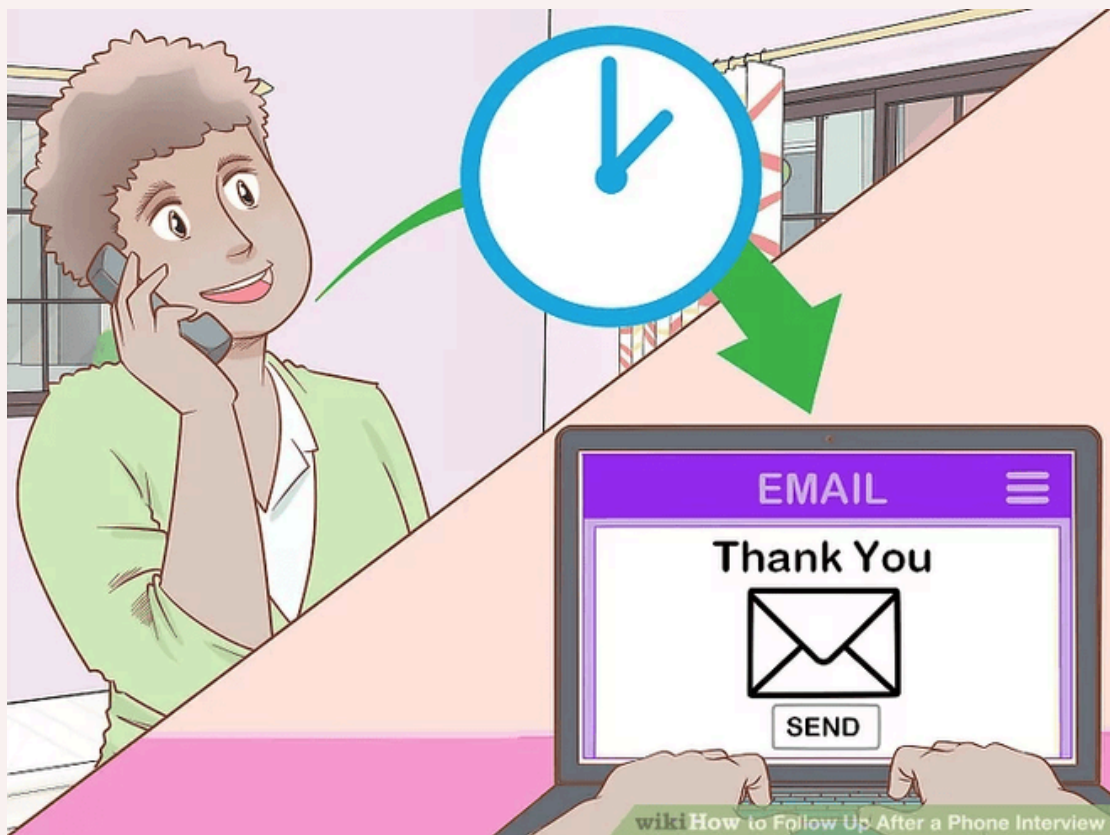
How do your skills align with this role?

- This question is similar to "Why should we hire you?" or "What can you bring to the company?"
- The question allows you to be more specific about your work ethic, style and unique abilities as it relates to the role.
- An impactful answer will discuss your hard and soft skills, and how those skills benefitted your employer.

AFTER THE INTERVIEW

Send a follow-up email call

It's a way of imprinting yourself in the minds of your interviewer as someone who is courteous, considered and, most importantly, very invested in the position following the interview.

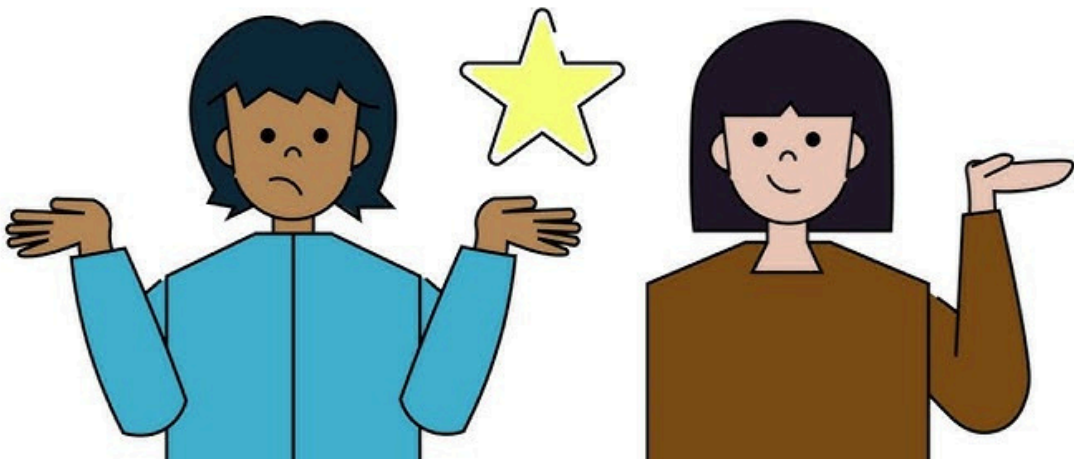


AFTER THE INTERVIEW

**Ask for
feedback**

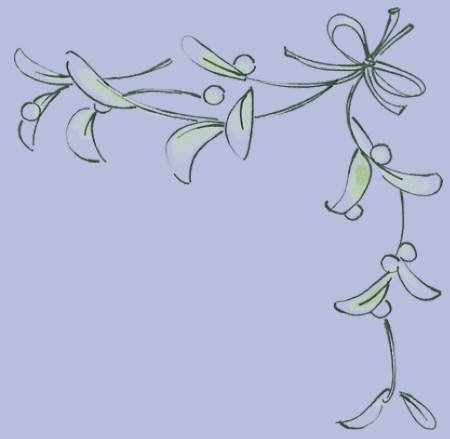
If you're unsuccessful, politely asking for feedback can be a great way to gather insights into things you can do better next time.

Ask for Feedback



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“Tell me and I
forget.

Teach me and I
remember.

Involve me and I
learn.”

Benjamin Franklin

“I never teach my
pupils, I only attempt
to provide the
conditions in which they
can learn.”

Albert Einstein

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