

HANDLING A JOB INTERVIEW

Job interviews are just like any other forms of face-to-face communication between two or more parties. However, the difference is that job interviews are formal conversations that require a good structure and an appropriate ethical conduct. In this text I will summarize some of the frequently asked questions in job interviews and how best one can analyze and handle the questions.

Most questions in a job interview are repetitive depending on the job type. This therefore gives the interviewee a platform or a foundation on which to start from as far as preparation for the interview is concerned. The common questions asked include; Tell about yourself, what are your strengths? What are your weaknesses? Your competitiveness, what it takes to be successful, why you left your last job? Your previous accomplishments, why you think you are the best for the job and your motivations? Despite the simplicity in the structure of the questions, it is incumbent upon the interviewee to know what is expected of him/her by the interviewer when giving a response.

First, when talking about oneself, this is a rather open question and one can discuss anything. However, that is not the case when it comes to interviews. Talk about your personality, academic line, career and not a whole life story.

Secondly, handling your strengths and weaknesses might be tricky but remember that weaknesses must not outweigh your strengths. To answer these questions, you need to do a self-study and realize the things that you are good at and those which you are not good at, basically explaining why a job interview needs prior preparation. Show an effort that you are trying to improve on your weaknesses. One of your attributes could be your weakness as well as your strength. For example, you could say “One of my strengths is the desire to fill my curiosity and readiness to learn. However, it is also considered a weakness as I tend to ask lots of questions on a new topic which sometimes bores those working with me”

Thirdly, the reason for leaving your past job and your previous accomplishments. Let the interviewer see that you left your last job not because of conflicts of interest but because you needed to be at the right place at the right time and the new job is offering you that opportunity.