

FORMAL TALK

Press Conference,
Lobby Campaign,
Press Trips
Job Interview
Business Negotiation

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CHAPTER 2

JOB INTERVIEW

Getting hired means that you are considered as qualified employees after companies measure up your ability in the section of interviews. Due to its high impacts on whether someone can be accepted or rejected, job interview becomes one of the most prominent element in career planning. By meeting one on one, company owner assess each applicant before eyes. Their personalities are gauged to fit in the culture of the company.

In most common types of company, two stages of hiring action are preferred, they are selection interviews and screening interviews. Selection interview allows companies to seek out good quality applicants. When interviewee is called up for upcoming interview, chance is you will be brought to the hiring authority. Although it does not guarantee the rate of acceptance goes higher, but at least you are given priority to engage with the top leaders of the company and make significant impacts through the interaction. Moreover, screening interviews are commonly found in large business corporate where interviewees go through some process. It will pick out the best applicant from a bulk of letters and usually conducted by cell phone and skype. The results are brought to managers to select the best candidate.

Be confident but not over confident! It helps to represent the best version of yourself in a good light. Overconfident person looks arrogant which piss some people off.

Generally, the selection of an employee is accomplished in the following phases:

1

Initial screening of resumes by the HR department

2

non-technical telephone screening by the managers

3

in-depth technical assessment by a senior technical person

4

on-site interview (check demeanor, personality, and attitude)

5

Background check (verify employment history, education, certifications, criminal history)

6

Determine salary, benefits and prepare a written job offer

TIP 1



The effect of body language

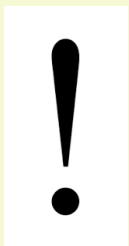
Your body language will reflect in your tone of voice and attitude during the telephone interview. Imagine slouching over a desk with one hand on your forehead and one on the telephone. The chances are you'll mumble or convey a negative attitude. Sit up straight in your chair with your notes in front of you, prepared to answer every single question that the caller throws your way. And smile. You may be on the telephone but a smile is easily conveyed.



When screening a resume, many managers use rules like these:

1. High work quality – remember, not all experience is equal in value. Many demanding workplaces provide excellent training and experience, while others provide only glancing exposure to state of the art technical and job issues
2. No exaggeration – Regardless of the internal strength of a resume, it is critical that you verify that the applicant did not puff their responsibilities or add fraudulent education or honors to their list of qualifications.
3. Evidence of enthusiasm – attitude is often as important as skills, and a go-getter is always regarded highly. The savvy applicant will spin their work history to show ambition, drive, and obsessive nature.

Fortunately, “experience puffing” and resume fraud are very easy to detect. In a typical job solicitation and savvy resume reviewer can easily toss out up to 30% of the resumes as being clearly fraudulent, and the detailed background check preceding the onsite interview will surely reveal any inaccuracies in the remaining resumes.



TIP 1

**Don't be afraid of silence
Don't be rushed into an answer. The caller will respect
the fact that you are considering the question seriously**

	Interview Questions	Tips
1	Tell me about yourself	Talk about a couple of your key achievements and the interviewer will likely select an accomplishment and ask you to tell more about it.
2	What is your greatest strength?	Figure out what your number one strength or skill is, then talk briefly about it and provide a good example. Before going into an interview, write down several of your top strengths and examples of each.
3	Can you describe a situation in your past where you learned from a mistake?	Pick an example in which you successfully resolved a tough situation. Tell your story briefly but try to reveal as many good qualities as possible. Your interviewer wants to hear about qualities such as perseverance, good judgment and maturity.
4	Is there anything you would like to improve about yourself?	Pick a weakness (for example, not being comfortable with public speaking or even oral presentations in the class), then show how you're working to improve it (being part of a debating team). Your goal here is to provide a short answer that satisfies the interviewer. 6. What is the most important thing you are looking for in a job?
5	What is the most important thing you are looking for in a job?	Figure out what you want most in a job. You might value challenge, good working conditions, or friendly co-workers. Talk about one or two items and explain why they are important to you.
6	What are your career goals?	The interviewer likes to see if you are a person that plans your future and if you might be someone that would meet the company's needs after you finish school. Your task is to talk about the goals that you think the company can help you achieve. You score points if you leave the impression you are a growth-oriented person with realistic expectations. As a teenager, you may be working to earn spending money or to pay for a car and gas. That shows initiative and planning.

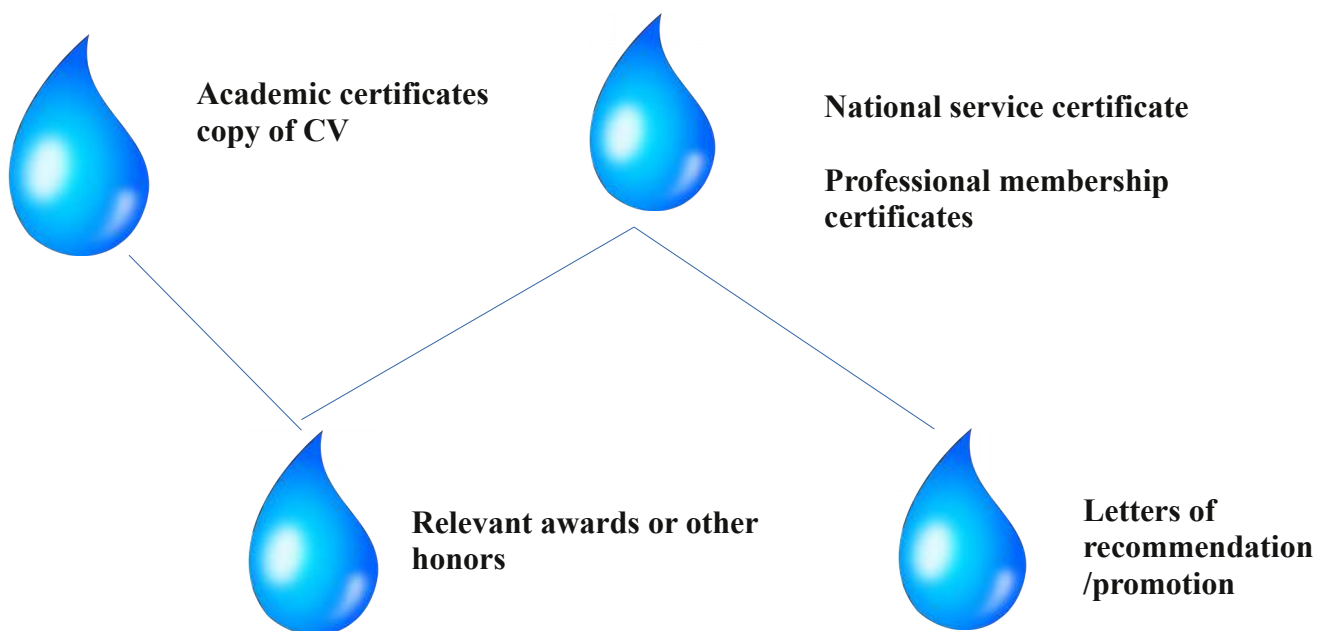
7	What motivates you?	Challenge, creativity, success, opportunity and personal growth are most frequently mentioned. You can also mention specific skills that you are motivated to use, such as problem solving, decision-making, listening, writing, speaking, planning or counseling people.
8	Why would you like to work for us?	This is a great opportunity to impress the interviewer with what you know about their organization. Talk about the positives of their organization.
9	Why should I hire you?	This is a great opportunity to sell you. Talk about your strengths and how they fit the needs of the company. You can briefly talk about skills or strengths that haven't already been discussed.



TIP 2

Pernah dengar istilah showstopper? Ini adalah istilah dimana seseorang mampu memikat perhatian dewan juri atau interviewers, sehingga berakibat pada kurang menariknya peserta interview selanjutnya di mata juri.

Here's a checklist of documents you should take a long:



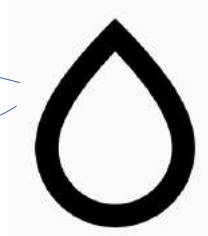
MISTAKE

Are you making these common mistakes?



Mistake 1 – lack of proper preparation

1. Find out what the company expects from the candidates
2. Learn about the latest update of news and press release through official website of companies
3. Learn about any relevant products and services that companies have pffered.



Mistake 2 – ineffective answering

1. Do you ramble or give irrelevant detail?
2. Are your examples weak?
3. Do you perhaps give away too much information and display a weakness which costs you the job?
4. Are you failing to sell yourself?



Mistake 3 – Poor interview technique

1. arriving late
2. not dressing properly
3. poor body language
4. giving answers that were too short
5. not showing enthusiam for the role or employer

B. WHY PEOPLE AREN'T HIRED

Poor personal appearance

Inability to communicate clearly, poor voice, and grammar

Lack of planning for a career nor purpose or goals

Lack for enthusiam and confidence in the interview

Condeming past employers



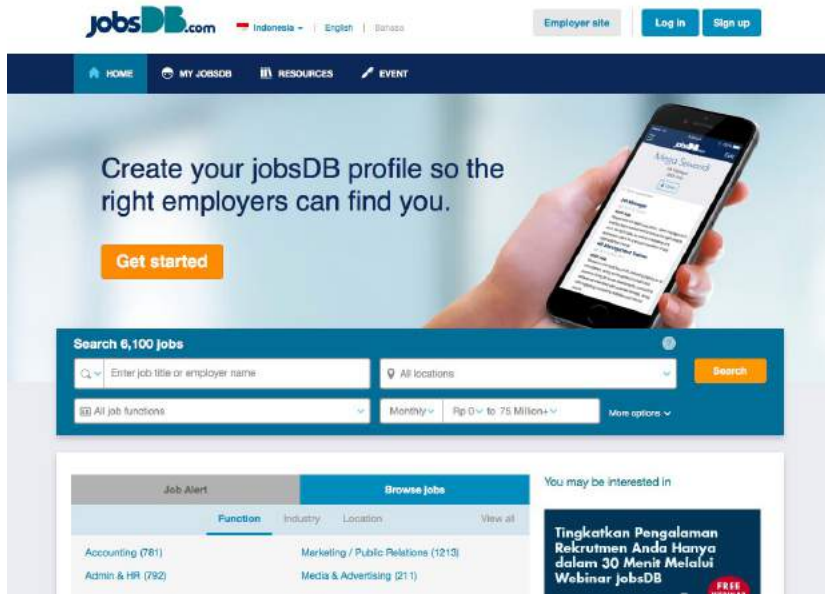
Failure to look the interviewer in the eye
Limp handshake
Late to the interview
Does not thank the interviewer for his/her time
Ask no questions
Lack of knowledge about the business or the position

Activity 1
Assessing your personal career interests and abilities

Based on your personal situation, answer the following questions in your notebook:

Questions	Answers
1. What topics of study do or did you enjoy most in school?	<hr/> <hr/> <hr/>
2. What skills do you have? What do you feel is your most distinguishing skill or area of specialty?	<hr/> <hr/> <hr/> <hr/>
3. What are your interests away from school or work?	<hr/> <hr/> <hr/>
4. Describe a situation in which you helped organize the work of others.	<hr/> <hr/> <hr/>
5. Describe a situation in which you worked with a team to achieve a goal.	<hr/> <hr/> <hr/>
6. Describe the kind of job you might like.	<hr/> <hr/> <hr/>

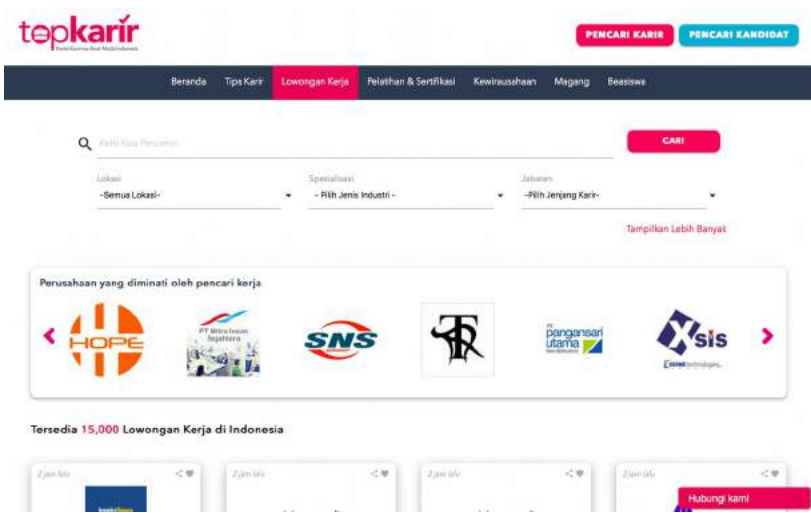
1. Jobsdb.com



2. jobstreet.com



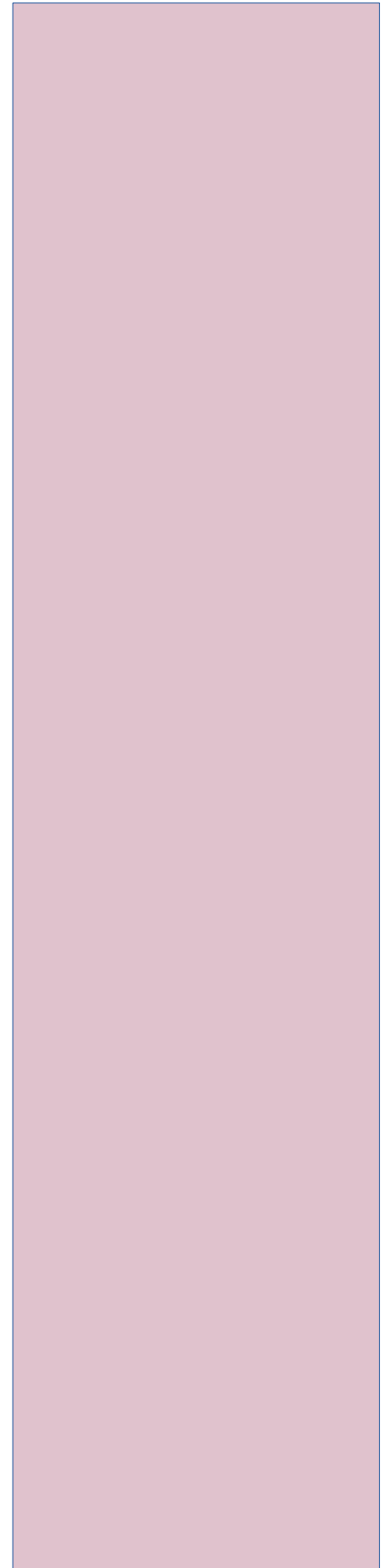
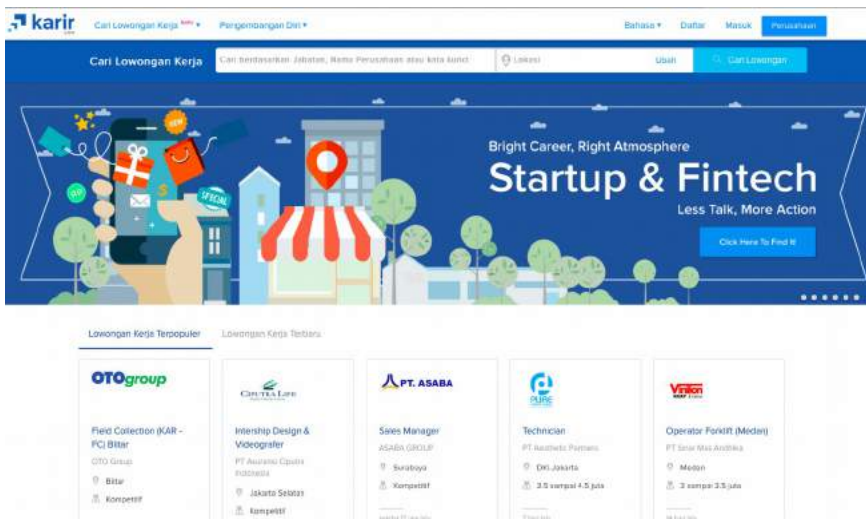
3. topkarir.com



4. jobs.id



5. karir.com



Activity 2. Based on your answers to the above items, describe two or three jobs that meet your criteria:

	Career 1	Career 2
A		
B		
C		

Activity 3. Select two career areas that interest you. Using library resources and the internet, obtain answers to the following questions

	Career 1	Career 2
1. What are the general activities and duties of this job?		
2. What are the physical surroundings, work hours, and mental and physical demands of this type of work?		
3. What training and educational background is needed for this type of employment?		
4. Will this career be in demand in the future?		
5. What is the starting and advanced salary for this industry?		
6. What makes this career attractive to you?		

Activity 4.

	QUESTIONS	ANSWERS
I N T E R V I E W E R	Tell me about yourself.	
	Why do you want the job?	
	What makes you think you would be good at the job?	
	What do you do in your spare time?	
	What qualities do you think you have to offer?	
	How did you like school?	
	What are your strengths and weaknesses?	
I N T E R V I E W E E	What are the normal hours of work?	
	What training will I get?	
	Are there any opportunities for promotion?	
	Who will I be working with?	

Activity 5

Interviewee's name _____

Interviewee	Good Points	Bad Points
How is the interviewee sitting?		
What impression does this give?		
Is the interviewee prepared?		
Is the interviewee looking at the interviewer?		
What impression does the interviewee give? Confident, nervous		
Are the answers clear?		
Does the interviewee show interest and enthusiasm?		
Are the questions easy/difficult?		
Did the interviewee ask questions?		

