

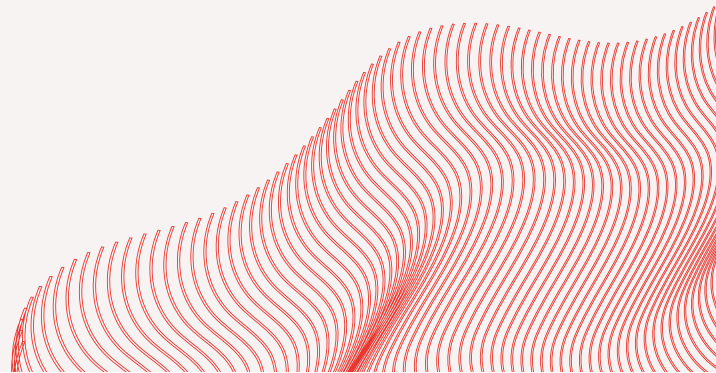


Recruitment  
Xperts<sup>Ltd</sup>

# Job Interview Guide.



Preparation and confidence is key in order to have a successful interview.



# HIRING CONSIDERATIONS

At RecruitmentXperts we understand that the prospect of an interview can create anxiety and nervousness for the jobseeker. It's the toughest part of job hunting. There are ways, however, to prevent your anxiety from overcoming your ability to making a good, lasting impression. We have provided below some interview tips which we hope will assist you to plan and prepare for your next job interview.

## The 'Right Fit' for the Job

There are three main hiring considerations that the interviewer will take into account in identifying which candidate is the 'right fit' for the job



**Does this candidate have the ability to handle the responsibilities of the job?**

The interviewer will be seeking to determine whether you in fact possess the skills and relevant work experience to handle the responsibilities of the role.



**Does this candidate really want the job?**

The interviewer will be looking closely at your overall attitude and interaction to indicate your level of interest and enthusiasm about the job.



**Is this candidate the right fit for our organization?**

Try your best to overcome any anxiety or nervousness you may experience during your interview. Be yourself. This will provide the interviewer with a better sense of how well you would fit into their organisation's culture.



# COMMON INTERVIEW QUESTIONS

Sometimes the least complex interview question may prove to be the most difficult to answer – particularly if you are nervous or anxious about the interview. You may find that you may not express yourself clearly, coherently or even sensibly.

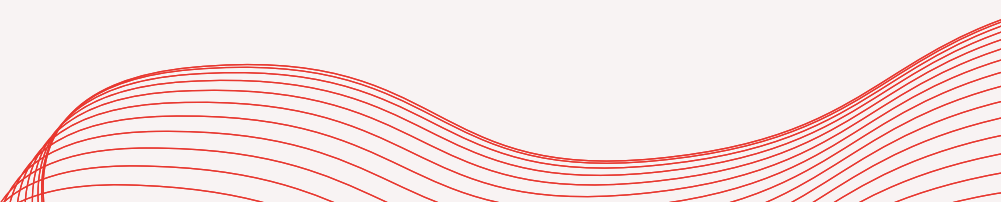
Competency-based interviews are being used more frequently by companies as part of their recruitment and selection strategy.



Using this technique, there are five categories of competencies:

- Individual
- Managerial
- Analytical
- Interpersonal
- Motivational

The interview questions are designed to discover how you would handle and behave in certain situations. Your responses enable the interviewer to better determine your skills and abilities and also provides an insight as to your future performance.





# INTERVIEW PREPARATION

- **Tell me a little about yourself?**

- **Why do you want to work for our company?**

- **What has been one of your key achievements to date?**

- **Are you happy with the progression of your career thus far?**

- **What are your strengths?**

- **What do you consider your greatest weakness?**

- **Give me an example of when you had to deal with a particularly difficult customer (or situation you may have faced) and how you handled it? How did you feel in this situation?**

- **Think about the most effective team environment that you have worked in. What role did you play?**

- **Can you think of a time when you have had to deal with conflict within a team?**



# INTERVIEW PREPARATION

- **What do you like (or dislike) about your present job?**

- **Why do you wish to leave your present job?**

- **Where do you see yourself in five years?**

- **Remember: be yourself when responding to the interview questions. Wherever possible, use real life examples to illustrate your answer and relate them to your experience, how you may have reacted and how you felt at the time.**

# INTERVIEW NO-NO'S

## Arriving to your interview late

Give yourself plenty of time to get to your interview. Allocate time for traffic congestion that may result in your late arrival. Try to arrive at least 15 minutes before your interview. Late arrival at an interview sends a message to the interviewer that you are not really interested in the job, disorganized or that you do not have any respect for their time. If, however, due to unforeseen circumstances, you are going to be late for an interview, do contact your Recruitment Advisor who will in turn notify the company that you will be late.



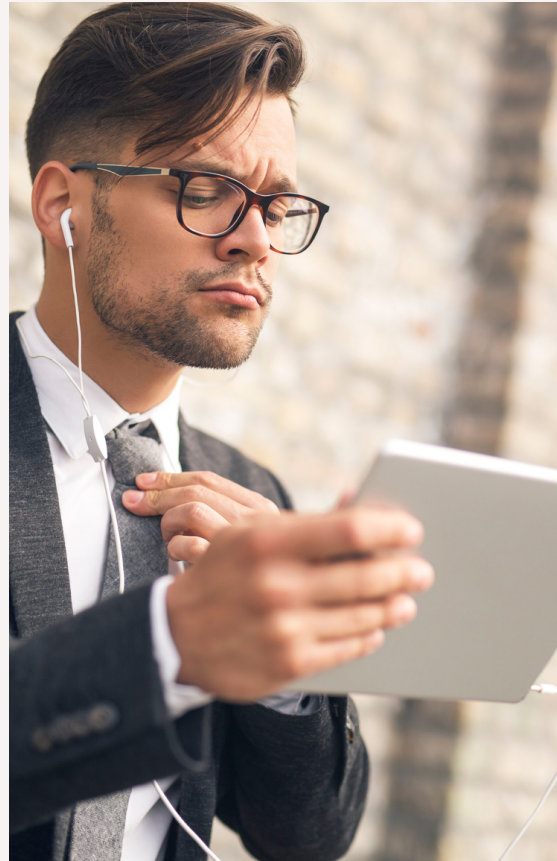
## Poor presentation

Remember that first impressions count so do dress for success. Ensure that your attire is appropriate for the corporate environment and that you look smart and professional.

You are being closely scrutinized from the moment you enter the organization. Do not chew gum. Be conscious of your body language – do not cross your arms. Make frequent eye contact and ensure good posture.

## Lack of preparation

Ensure you are familiar with the job requirements prior to the interview. One of the biggest mistakes jobseekers make: lack of knowledge about the position for which he/she is being interviewed and/or the hiring company. This suggests the interviewee is uninterested in the job. If unfamiliar with the company, take the initiative to research the organization. Most companies have a corporate presence on the internet. Additionally, network with people you know for any information they may be able to share.



## Poor enthusiasm/lack of interest



Most employers will likely choose candidates who display enthusiasm and sincere interest in the job.

## Being too chatty or under-communicative

Either trait is a turn-off to the interviewer. Respond to questions with more than a 'yes'/'no' response. Keep your responses to the interview questions concise. Make a note of any questions to ask or any points you would like to ask at the interview. Employers will not be impressed if all you want to know is the salary on offer. Refrain from making jokes or discussing controversial subjects.



## A negative outlook

Be positive. Avoid ill-speaking your current/former employers, colleagues and companies. Refrain from comments which do not portray a positive image or demonstrate competence.



# ALL THE BEST!

we hope that this guide is useful to you as  
you prepare for your job interview.



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