

EMPLOYABILITY SKILLS AND KNOWLEDGE

MODULE 19



JOB INTERVIEW FOLLOW-UP DO'S AND DON'TS

Here are a few more of those tricky questions that you better be prepared for in the course of an interview.

You seldom lose anything by being polite. But we tend to forget it in the face of admiration. Suppose the interviewer tells you: "Oh, you have scored 97 per cent marks. You must be brilliant." What will be your response - a look of arrogance or an expression of condescension? Neither. If you are lauded for your achievements, just say: "Thank you sir" or smile in gratitude for the pat.

Positive power

Fresh graduates or those who are going to attend campus interviews may be asked whether they will be able to supervise 10 to 15 people. Give a positive answer. If you are asked for the basis for the affirmative response - indicate confidence in facing such situations, competence in the performance of your subordinates, knowledge of human psychology and group behaviour, faith in human goodness, guidance from superiors, and cooperation from the peers and subordinates.

Changing jobs

When you are changing a job, the interviewer will most probably look for reasons for the change. Never mention that the previous job was heavy. Never speak ill of the previous management. The new employer will certainly infer that a person who speaks ill of his previous management today before a stranger will never hesitate to tarnish the image of his new employer before another stranger tomorrow.

The fine opportunities offered by the new organisation, and the facilities for professional growth may be emphasised as reasons for the change. You need not explain that you are switching jobs to get a higher salary.

We have been trying to analyse the kind of approach that would lead us to success.

Now we will list a few typical questions and indicate the manner in which answers may be given. These answers are not exclusive, but they show some of the possible responses. Depending

upon the circumstances, candidates can frame their own styles. However, reflecting on questions such as the ones shown here and their possible answers will enhance the confidence of the candidates to face interviews.

Questions

In an interview room, contestants backed by such confidence will not be subjected to big surprises that may otherwise trouble them.

How can you help us or how can you improve our organisation?

Your answer could be: "I shall try to put in my best efforts with commitment, loyalty and sincerity in tune with my qualifications, experience and abilities. I shall utilise the guidance and directions from my superiors and cooperation from my colleagues in achieving the company's objectives. I am confident that I can fulfil your expectations. (Never say that you will revolutionise everything in the company in one single stroke.)"

* Why do you want to join us?

Your response could be: "I understand that yours is an excellent organisation in the field, offering opportunities for professional advancement. The environment is congenial for efficient and effective work that would give me job satisfaction. Further, it is learnt that your firm encourage employees to improve their skills and attain higher positions commensurate with their expertise and experience. (If you are changing your job, indicate that the previous organisation was good but had its limitations in offering further professional opportunities. That is the reason why you are trying for a change.)"

* What is the biggest mistake you have committed?

Never say you have not made any mistake in your life. Tell them one of your mistakes and add what lessons you learnt from it, so that you will not repeat the mistake or make a similar one in future.

You are an employed person. Now you are seeking this job. Don't you feel that you are snatching the opportunity of an unemployed person?

You could say: "It is true that I have a good job now. But it does not provide an opportunity for fully utilising my professional capabilities. Your organisation, Sir, is now in a state of growth. I expect more encouragement and better prospects here. When I move to this organisation, a vacancy is

generated in my previous company. I do not create a roadblock for anyone."

You have a job. If you were appointed here, how long would you take to join us?

Never say you can join the next day. The question may have a catch in it. Perhaps the board is checking your commitment. Tell them that you will join the firm as early as possible. You may need one or two weeks, depending on the circumstances, to finish the jobs on hand and hand over the responsibilities to another person there.

Such a reply will convince the board that you are a responsible person with whom tasks can be safely entrusted. (Even if you are keen in joining the new organisation immediately, this kind of approach is desirable.)

Do you think that your marks in the university examinations truly reflect your talents?

Do resist the temptation to claim that you deserved better marks, accusing the examiners of faulty valuation. You may mention that if you had avoided certain mistakes, perhaps you would have got a few more marks. But you have learnt lessons from the lapses.

What is the aspect you hated most in your previous job?

Your reply could be: "I never found such an aspect to my job. Even repetitive jobs have to be taken in their stride in any organisation. An employee has to enjoy every part of his job. I feel that only such an approach can bring in efficiency in the organisation."

How did you cope with the stresses and strains in obeying the instructions of your supervisor? Did you not feel that you were surrendering your self-respect on such situations?

I experienced no difficulty in obeying the rules of the company or the instructions of the superiors. No organisation can thrive unless there are rules to be obeyed by all the employees. If my supervisor points out a mistake of mine, I will respond positively and take steps to avoid it in future. In fact, he helps to identify my weakness. Healthy criticism that is part of good supervision has to be taken with a smile. (The board is testing whether you are a person who will easily fit into the company style, or a person who would resist the regimen in the organisation.)"