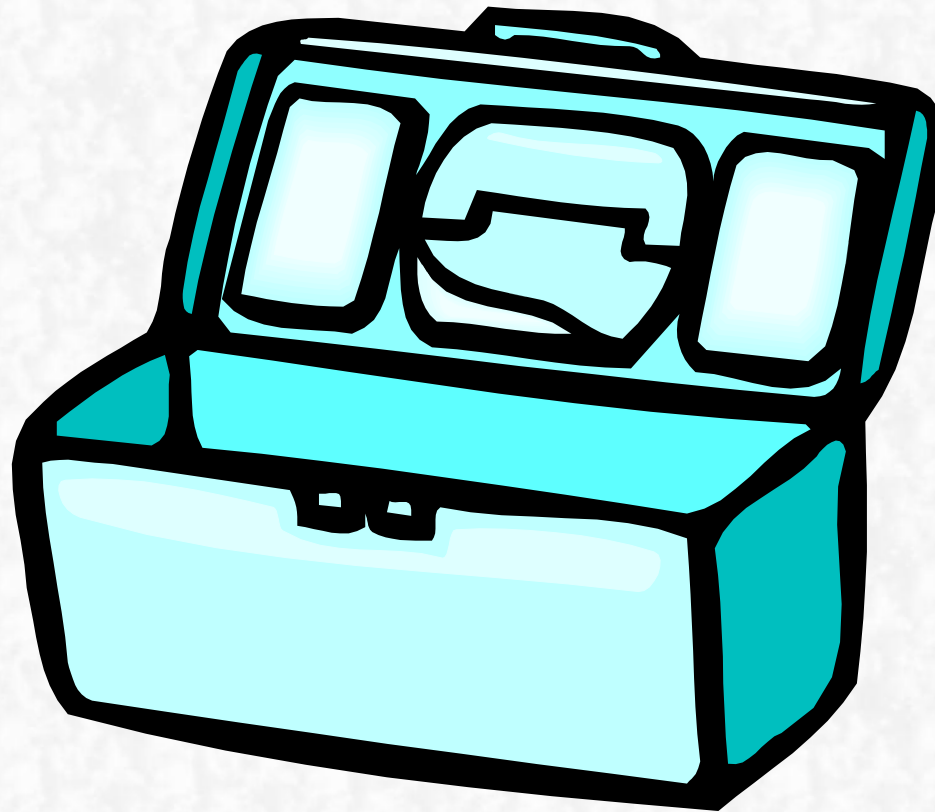


Tool Box for the Successful Job Interview



Before The Interview

- Become familiar with the organization so you can demonstrate how and why you will be an effective employee.



Before The Interview

The employer's objective is to find **the best person** for the job. The employer reviews candidate's experience and abilities

- Can you do the job? (skills, abilities, qualifications)
- Will you do the job? (interest, attitude & motivation)
- How will you fit into the organization? (personality)

Let's practice:

What do you know about SYKES?

What have you heard about our
Company?

Why are you interested in working at
SYKES?

What interests you about this job?



Starting The Interview

- ✓ Be sure to arrive 10 to 15 minutes prior to the start of the interview
- ✓ Offer a firm handshake, make eye contact, and have a friendly expression when you are greeted by the interviewer.



During The Interview

- ✓ Make sure you are *energetic* and *enthusiastic*.
- ✓ Speak clearly and articulate . Watch the tone of your voice.
- ✓ Sit still in your seat; avoid fidgeting and slouching. Watch your body language.

During The Interview

- ✓ Ask for clarification if you don't understand a question; and be thorough in your responses while being concise in your wording.
- ✓ Use good grammar and good diction. Say "yes", not "yeah." Don't fill pauses with "um," "uh" or "ah". Don't punctuate sentences with "you know", "like", "see" or "okay".

During The Interview

- ✓ Exhibit quiet confidence.
- ✓ Organize your thoughts and apply your knowledge, skills and abilities.
- ✓ Your points must be **CLEAR, RELEVANT AND ADEQUATE:**

To enable the interviewer to understand what you are trying to say; to determine your strengths for that particular job; and to have sufficient information to make a good decision.

Interview Don'ts



- ✓ Don't make negative comments about previous employers or supervisors (or others).
- ✓ Don't take cell phone calls during an interview. If you carry a cell phone, turn it off during the interview.

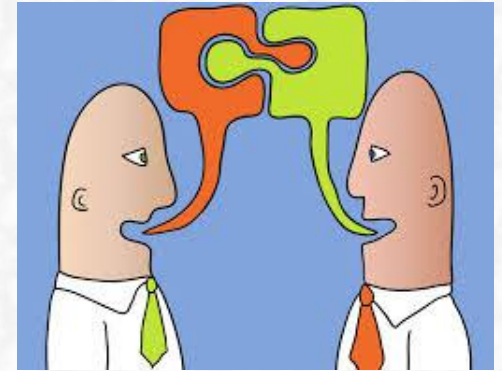
Interview Don'ts



- ✓ Don't treat the interview casually, as if you are just shopping around or doing the interview for practice. This is insulting to the interviewer and the organization.
- ✓ Don't chew gum or smell like smoke.

Let's practice:

- Tell me about yourself
- What interests you about this job?
- How do you see yourself in 5 years?
- Why do you want to work for our company?
- Why should we hire you?
- What is your greatest strength?
- What is your greatest weakness?



“Before everything
else, getting *ready* is
the secret of
success”

~ Henry Ford

Let's practice:

-<http://www.job-interview-site.com/>