



How to conduct an effective interview





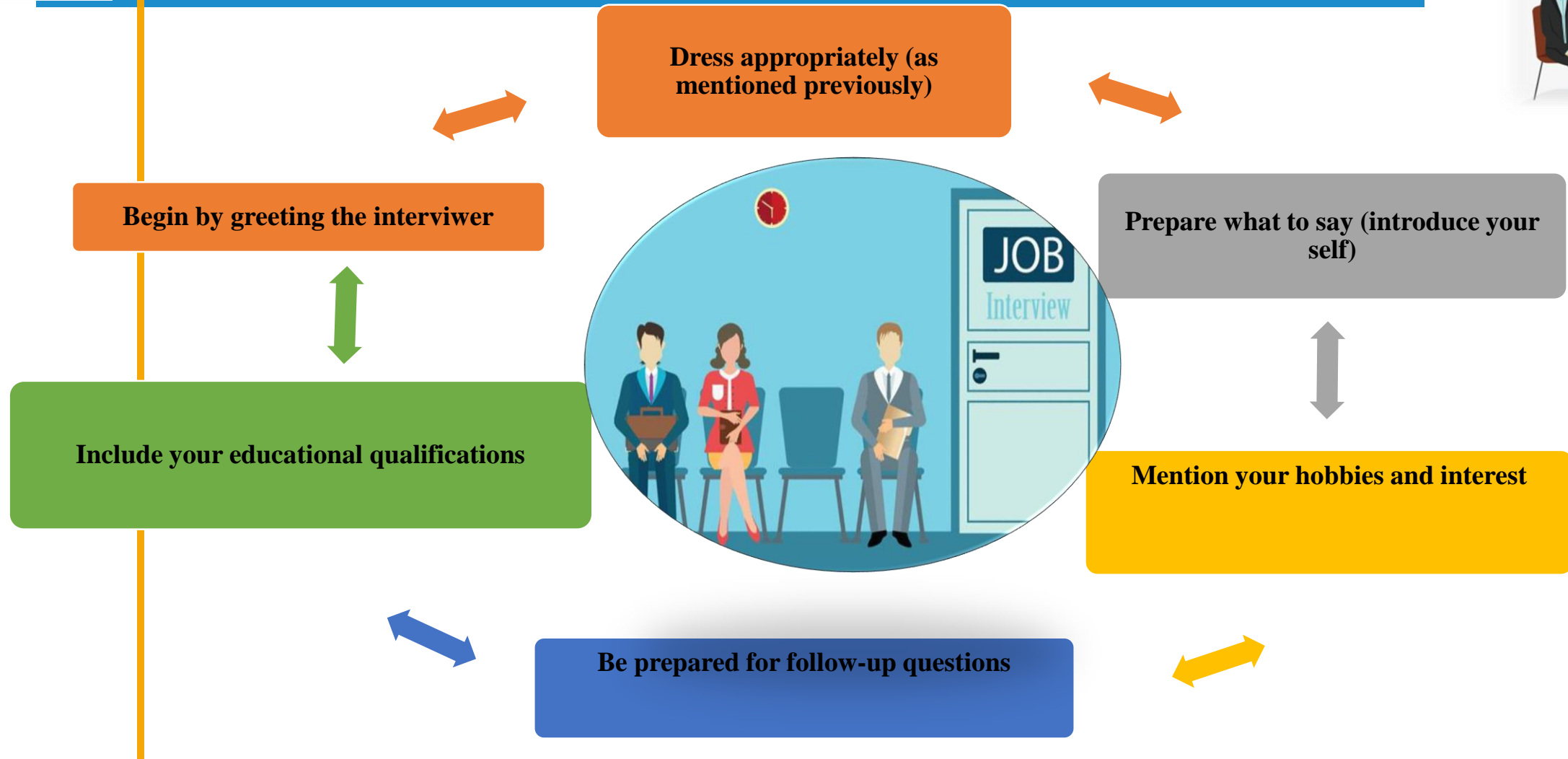
How to conduct an interview



Please before your interview, make sure to silent your cell phone.



General Guide For conducting an interview





Body Language

Entering the room: If you are asked to come into the interview room a few minutes after the previous candidate, always knock on the door before entering. Also, remember to close the door behind you. Always ask (in an audible voice) for permission to enter the room. 'May I come in, Sir?'

Thank the interviewers after they give the permission.

Sitting Down: It is better to keep standing till you are asked to take a seat. When the interviewers ask you to sit down, say "Thank you, Sir/Madam" before sitting down. If not asked, seek their permission.

Inside the room: Stand with an erect and good posture.





Begin by Greeting the Interviewer

The initial few minutes of greeting each other let the interviewer get an idea of how confident you are. First, greet the interviewer with a big smile and go for a handshake then you can say : "Good Morning." (Or an appropriate greeting to suit the time of the day). Avoid greeting all of them in a sequence then introduce yourself

See the next slide 😊





Prepare what to say (introduce your self)

1. Plan on the first few speaking moments of your introduction.
3. To establish a solid foundation, don't be afraid to speak up, describe yourself, stating your full name and a brief introduction. Just give a small detail about your family. Always keep your body relaxed with confident body language. Maintain an eye-contact with them and nod at appropriate times. This should initiate the process of introduction in the interview
4. **Be careful**: you'll want to avoid making people struggle to hear your name or ask for it again. A solid volume shows you're confident, excited about the opportunity and want to be respectful of your time.

- **Sample:** Hi, my name is Huda Alshami. I am a recent graduate from the German Jordanian University where I completed my bachelors in Biomedical Engineering. I completed my internships at Olympus Company. I was excited to find this position as an Research development at your organization and I believe I would be a great fit for this role





Review the Questions The Interviewers Will Ask You

Make sure to prepare a list of questions that could possibly be asked by the interviewer. You can practice your interviewing skills with a friend, or you could sign up for an interview with Interviewstream through the Pomerantz Career Center.

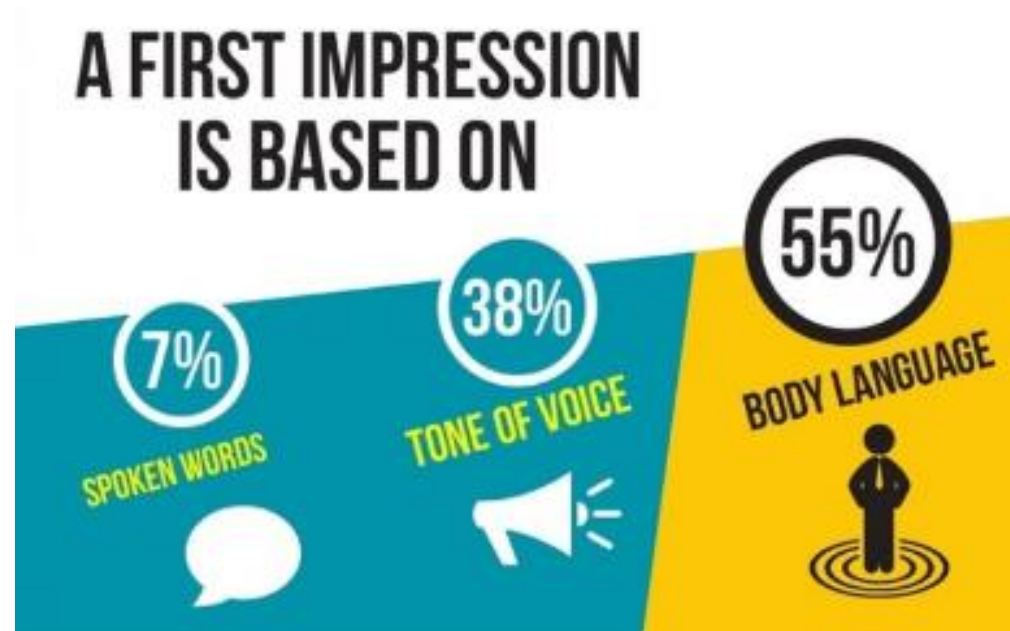
Do Enough Research on the Company!





Be Respectful of the Interviewers

- Give the utmost respect for interviewers that are conducting the interview and asking you the questions. The people are always writing notes about your answers and your behavior. This is their first impression of you besides what's on your resume, you want to make sure leave a lasting positive impression to the company!





Good Non-Verbal Behavior

- **Keep eye contact with the interviewer during the interview**
- **Make sure to always sit upright and be open with your body posture**
- **Look interested in all the questions the interviewer is asking you**



Be On Time to the Interview

Make sure to arrive at least 10 minutes early to the Interview. The company will appreciate timeliness and being prompt. It will also give you a chance to go over what your responses to the questions are as well as to make sure you look good and feel good!

- Respect the time !





Speak with Energy and Provide True Details

- Make sure to always have a lot of positive energy and only provide true details about your previous employment or achievements. **DO NOT LIE** about anything in your interview. A company won't want to hire someone on false information.





Keep in mind !

- Please don't ask about these questions during the interview!

Questions You Can't Ask During an Interview



Politics



Age



National Origin



Genetic Information



Race



Religion



Family Status



Sex



Disability



Finances



Finally, Make sure to thank your interviewers for their time and consideration in reviewing them for the job opportunity.

! Make sure to follow up with the interviewers and the company as well after you finish your interview.

When the interview ends, you should smile and look at all the interviewers in the eye, say "Thank you" - and through nods and gestures, try to tell the interviewers that you liked the experience. When you walk out of the room, make sure to take your certificates and also close the door behind you when you go out.





Best of luck

