

**University Center Abdelhafid Boussouf-Mila**

**Faculty of Economics, Commercial &**

**Management Sciences**

**Lecture Three: Job Interviews**



**Addressed to Master one Students-Semester 2**

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## 1. Introduction to job interviews

Job interviews are pivotal moments in the professional world, serving as the gateway for individuals to showcase their skills, experiences, and suitability for a particular role within an organization. An interview is essentially a structured conversation between a candidate and one or more representatives of the hiring company, aimed at assessing the candidate's qualifications, personality, and fit for the position. Typically, the interviewer(s) evaluate the candidate's suitability based on various factors, including their technical expertise, communication skills, problem-solving abilities, cultural alignment with the company, and overall demeanor.

## 2. Importance to job interviews

Job interviews are of paramount importance in the realm of employment for several key reasons:

**Evaluation of Qualifications:** Job interviews allow employers to evaluate a candidate's qualifications beyond what is presented on paper. While resumes and cover letters provide a snapshot of a candidate's skills and experiences, interviews enable employers to delve deeper into a candidate's background, assess their capabilities, and determine if they possess the necessary expertise for the role.

**Assessment of Fit:** Cultural fit is increasingly recognized as a critical factor in hiring decisions. Job interviews provide an opportunity for employers to assess not only a candidate's technical skills but also their compatibility with the company culture, values, and team dynamics. Employers seek candidates who not only possess the requisite skills but also align with the organization's mission and work environment.

**Confirmation of Soft Skills:** In addition to technical expertise, employers value soft skills such as communication, problem-solving, adaptability, and teamwork. Job interviews offer a platform for candidates to showcase these skills in action through their responses to questions, demeanor, and interpersonal interactions. Employers can gauge a candidate's emotional intelligence and interpersonal abilities, which are often critical for success in the workplace.

**Opportunity for Mutual Evaluation:** Job interviews are not only about employers assessing candidates but also provide an opportunity for candidates to evaluate the company and determine if it aligns with their career goals, values, and aspirations. Candidates can gain

insights into the company culture, leadership style, growth opportunities, and work environment, enabling them to make informed decisions about accepting a job offer.

**Selection of the Best Candidate:** Ultimately, job interviews serve the purpose of identifying the most qualified and suitable candidate for the position. By engaging in structured interviews, employers can compare candidates objectively, assess their strengths and weaknesses, and select the individual who best meets the requirements of the role and fits within the organization.

**Legal Compliance:** Job interviews also play a crucial role in ensuring legal compliance in the hiring process. Interviews provide an opportunity for employers to ask relevant questions related to the job and assess candidates based on job-related criteria, thus minimizing the risk of discrimination or bias in hiring decisions.

### **3. Preparing for job interview**

**Preparing for a job interview is crucial for making a positive impression and increasing your chances of securing the position. Here's a comprehensive guide to help you get ready:**

#### **Research the Company:**

**Company Background:** Understand the company's history, mission, values, and culture.

**Products/Services:** Familiarize yourself with what the company offers and any recent developments.

**Industry:** Know about the industry trends, competitors, and challenges.

#### **Understand the Job Role:**

**Job Description:** Analyze the job description thoroughly to understand the required skills and responsibilities.

**Skills Match:** Match your skills and experiences with the job requirements.

**Prepare Examples:** Have specific examples ready to demonstrate how your experiences align with the job role.

#### **Practice Common Interview Questions:**

**Behavioral Questions:** Practice answering questions about your experiences using the STAR (Situation, Task, Action, Result) technique.

**Technical Questions:** If applicable, review technical concepts relevant to the role.

**Industry-specific Questions:** Anticipate questions related to the industry or specific trends.

### **Prepare Questions to Ask:**

**Company Culture:** Inquire about the company culture, team dynamics, and opportunities for growth.

**Job Role:** Seek clarification on any aspects of the job role or responsibilities.

**Next Steps:** Ask about the next steps in the hiring process and the timeline for decision-making.

### **Dress Appropriately:**

**Professional Attire:** Choose appropriate attire based on the company's dress code and industry norms.

**Grooming:** Ensure you are well-groomed and presentable.

### **Plan Logistics:**

**Location:** Know the interview location and plan your route in advance.

**Timing:** Arrive at least 10-15 minutes early.

**Materials:** Bring copies of your resume, portfolio (if applicable), and a notebook for taking notes.

### **Practice Non-verbal Communication:**

**Body Language:** Practice good posture, eye contact, and confident hand gestures.

**Handshake:** Practice a firm handshake, if culturally appropriate.

**Facial Expressions:** Maintain a friendly and engaged facial expression throughout the interview.

## 4. Common interview questions & how to answer them

Here are some common interview questions along with tips on how to answer them effectively:

### 1. Tell me about yourself.

**Tip:** Provide a concise overview of your professional background, focusing on relevant experiences and skills. Highlight your achievements and how they align with the job you're applying for.

### 2. What are your strengths?

**Tip:** Discuss strengths that are relevant to the job and backed up with examples. Emphasize skills such as problem-solving, leadership, teamwork, or specific technical skills.

### 3. What are your weaknesses?

**Tip:** Choose a weakness that is not critical for the job and demonstrate how you're actively working to improve it. Discuss what steps you've taken to address this weakness.

### 4. Why do you want to work for this company?

**Tip:** Show that you've done your research on the company and highlight specific aspects such as its culture, values, products/services, or reputation that appeal to you. Connect these aspects to your own career goals and values.

### 5. Can you walk me through your resume?

**Tip:** Provide a brief summary of your work experience, focusing on the most relevant roles and accomplishments. Highlight how your past experiences have prepared you for the role you're applying for.

### 6. How do you handle challenges or conflicts in the workplace?

**Tip:** Describe a specific situation where you faced a challenge or conflict, outlining the steps you took to address it. Emphasize your ability to remain calm, communicate effectively, and find solutions collaboratively.

### 7. Where do you see yourself in five years?

**Tip:** Share your career goals and aspirations, demonstrating ambition and a desire for growth. Align your answer with the company's opportunities for advancement or professional development.

**8. Tell me about a time when you demonstrated leadership/teamwork/problem-solving skills.**

**Tip:** Use the STAR method (Situation, Task, Action, Result) to structure your answer. Provide a specific example from your past experiences, highlighting your role, actions taken, and the positive outcomes achieved.

**9. Why did you leave your previous job?**

**Tip:** Be honest but tactful in your response. Focus on reasons such as seeking new challenges, career growth opportunities, or a better fit with the company culture.

**10. Do you have any questions for us?**

**Tip:** Prepare thoughtful questions that demonstrate your interest in the role and company. Inquire about the team dynamics, company culture, opportunities for growth, or specific projects/initiatives.

*Remember to tailor your answers to the specific job and company you're interviewing for, and practice your responses beforehand to ensure clarity and confidence during the interview.*

### **Terminology**

1. Job Interview - مقابلة العمل
2. Resume/CV - السيرة الذاتية
3. Cover Letter - رسالة تحفيزية/رسالة تغطية
4. Applicant - متقدم للوظيفة
5. Employer - صاحب العمل
6. Interviewer - المُقابل
7. Interviewee - المتقدم للمقابلة
8. Interview Process - عملية المقابلة
9. Job Application - طلب العمل

10. Qualifications - المؤهلات
11. Skills - المهارات
12. Experience - الخبرة
13. References - المراجع/المراجعين
14. Strengths - نقاط القوة
15. Weaknesses - نقاط الضعف
16. Suitability - الاستجابة لمتطلبات الوظيفة
17. Behavioral Interview - مقابلة سلوكية
18. Competency-Based Interview - مقابلة قائمة على المهارات والكفاءات
19. Panel Interview - مقابلة جماعية
20. Phone Interview - مقابلة هاتفية
21. Video Interview - مقابلة فيديو
22. In-Person Interview - مقابلة شخصية
23. Remote Interview - مقابلة عن بُعد
24. Pre-screening - الفحص الأولي
25. Dress Code - قواعد اللباس
26. Professionalism - الاحترافية
27. First Impression - الانطباع الأول
28. Follow-up - المتابعة بعد المقابلة
29. Salary Expectations - توقعات الراتب
30. Benefits Package - حزمة المزايا
31. Negotiation - التفاوض
32. Employment Contract - عقد العمل
33. Job Description - وصف الوظيفة
34. Company Culture - ثقافة الشركة
35. Team Dynamics - ديناميكية الفريق
36. Problem-Solving Skills - مهارات حل المشكلات
37. Communication Skills - مهارات الاتصال
38. Leadership Abilities - قدرات القيادة
39. Time Management - إدارة الوقت
40. Adaptability - القدرة على التكيف
41. Rejection - الرفض
42. Offer Letter - رسالة العرض الوظيفي
43. Background Check - التحقق من السوابق الشخصية

44. Job Satisfaction - رضا العمل
45. Career Development - تطوير الحياة المهنية
46. Onboarding - تهيئة الموظف
47. Probation Period - فترة التجربة
48. Work-Life Balance - توازن العمل والحياة الشخصية
49. Performance Evaluation - تقييم الأداء
50. Exit Interview - مقابلة الخروج