

How employers select employees

Name

Centre

Demonstrate your understanding of the types of selection methods employers use, and assess your potential success in **two** of them:

Selection method: choose one of these	Skills and qualities needed	Your strengths	Areas of possible improvement
individual interview (one to one)			
individual interview (panel)			
individual interview (telephone)			
Selection method: choose one of these			
interview (group)			
interview (including presentation)			
test (skills or aptitude)			
test (psychological or psychometric)			
assessment centre			

Preparing for an interview

Why do employers interview applicants? To ask questions and get information about you:

- to find out what you're like
- to go over your qualifications and experience
- to exchange information about the job and the organisation
- to see how the job would suit you
- to see how you'd fit in to the work place

Every interview is different, but there are some questions you can anticipate. Then you can go into interview relaxed and confident.

So prepare for your job interview by practising answers to the following standard interview questions.

Name

Position applied for

Interview method

Standard interview questions	Your response
Tell me about yourself	
What makes you interested in this job?	
What do you think you'd have to be good at to do this job?	
What qualities and skills can you bring to this job?	
What can you tell me about this organisation?	
What are your strengths?	
What are your weaknesses?	
Tell me about your goals and ambitions	
Do you have any questions for me?	

And when your interview is over, it's always a good idea to look back and

- reflect on your performance,
- agree improvements you could make, and
- get feedback from the interviewer to see if you agree

Because then you can do even better at the next interview.

Name

Position applied for

Interview method

Assess the impression you made

Question	How did I do? Rate yourself on a scale of 1 (work to be done) to 5 (satisfactory)	Action I should take
Were you on time?		
Did you look the part: were you appropriately dressed, relaxed and confident?		
Did you send out the right messages: body language, non verbal communication (sat properly in the chair, made eye contact, and avoided fidgeting or twiddling your fingers)?		
Did you speak clearly (or did you mumble, talk too fast or too slow, too quietly)?		
Did you answer most questions effectively (did you give personal examples)?		
Did any questions make you uncomfortable (why and how)?		
Had you prepared adequately for the interview (did any questions stump you)?		
Did you discuss everything you wanted to (did you tell them what you wanted them to know and learn enough from them about the job and the organisation)?		
Did you make the most of your strengths?		
Did you talk about your weaknesses in a positive way?		
Did you ask relevant questions?		