





پوهنتون کاردان
KARDAN UNIVERSITY

Job Readiness Skills

Job Search & Interview Skills





Course Outlines

Job Search Cycle

Job Description

Job Interview

Professional Interview Skills

Types of Interview

Interview Dos and Don'ts









Find the Links b/w Photos



Job Search

Start
Networking

Keep Your
Loved Ones
Updated

Alumni
Network

Join LinkedIn

Visit Career
Center

Visit Online
Job Website

Visit
Employer's
Website

Attend Job
Fairs

Build Your
Professional
Blog



Don't Limit Yourself to Online Applications during Your Job Search.





If You're Not on LinkedIn, You Very Nearly Don't Exist.
Remember that more than 90% of recruiters use LinkedIn as
their primary search tool.





Treat your CV, LinkedIn Profile and Professional Blog as living, breathing documents throughout your job search (and career).



Job Description

Study the job description of the position

Mirror the words and phrases in the job description

Showcase your strengths in the areas that seem to be of paramount importance to this role.

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Personal Profile

Values

Interests

Strengths

Goal

Personality

Job Interview



Job Interview Skills

Practice Non-verbal
Communication

Dress up for the
Job or Company

Observe Your
Interviewer &
Match the
Style/Pace

Listen Carefully &
Speak to the Point

Bring Energy and
Enthusiasm to the
Interview

Use Appropriate
Language

Don't Appear
Desperate

Practice Mock
Interview

Interview Types

One-to-one
interview

Panel interview

Group Interview

Competency/
Behavioral Interview/
STAR Interview

Structured
Interview

Unstructured
Interview

Career Fair
Interview

The Phone
Interview

Video
Conference
Interview

Waiting for the Interview













Pre-Interview Tips

Haircut/
Well-groomed

Feel of
Confidence

Formal Dress

Phones in
Silence Mode

Research the
Industry & the
Employer

Prepare Well
& Script Your
Answers

Prepare
Meaningful
Anecdotes

During the Job Interview Tips

MAKE THE FIRST GOOD IMPRESSION

Talk with confidence, maintain eye contact, present a firm handshake, and smile.

ONE MINUTE ELEVATOR PITCH

Plan out one-minute introduction of yourself with a focus on your skills and career goal.

AVOID NEGATIVE STATEMENTS

Portray yourself in a positive way even if you are asked a negative question.

ASK QUESTIONS TO OFFER VALUE

Ask questions to show your interest and the value you add.

Post-Interview Tip



SEND A THANK YOU NOTE AFTER YOUR INTERVIEW

Thank them for the opportunity provided

Say what you learned from the interview

Express your enthusiasm for the job

& Sincerity by giving genuine feedback

Recap some of the conversational
highlights as an evidence of your fit

Correct spelling

Dos



Have a good sleep the night before



Take a shower before leaving for the Interview



Have a friendly smile on your face

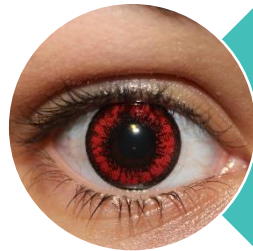


Ask questions when given a chance

Dos



Sit up straight



Make an eye contact



Reflect 3 Cs during your Interview:
Cool, Calm and Confident



Sell yourself

Don'ts



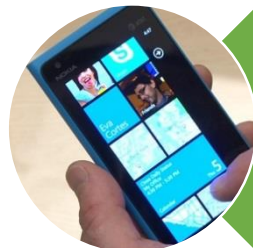
Don't badmouth previous employers.



Don't cross your arms.



Don't talk too much.



Don't check your phone or watch

Don'ts



Don't bring in a drink with you.



Don't dress inappropriately



Don't arrive late or too early.



Don't tell lies.



Don't be overconfident.



Set yourself apart. Stand out of the crowd. Decision makers interview people who come recommended or by way of a personal referral.





Thank You Matters

I once placed a candidate into an engineering role with a company that manufactures packaging equipment. He was competing head-to-head with another engineer, who had similar talents and wanted the job just as badly. My candidate sent [a thoughtful, non-robotic thank you note](#) to each person with whom he'd interviewed, within about two hours of leaving their offices. The other candidate sent nothing.





Originality and the Speed Matters

Consider crafting, original, genuine thank you notes (one for each interviewer) the moment you get back to a computer, following the interview. The speed with which you send the notes, and the quality, will make an impact.





Employers really prefer to hire someone known to a current employee than a complete stranger off the street.





How to Approach Your Weakness Question

- Being too critical of yourself
- Attempting to please everyone
- Being unfamiliar with the latest software





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Thank You

Sayed Saleem Sadaat

