

## 23U04a Interview Tips

Hello everyone. Welcome to the PUNLA CoffeeTable for one of our student conversations. PUNLA Christian Ministries in conjunction with our ministry partners in the Philippines has developed a series of informative modules to provide information, guidance are career selection, motivation and preparation for your future jobs and careers. As with all things in life, your relationship with God is the first priority.

In Today's conversation we will discuss Interviews. We want to share some useful techniques and tips to pass your interview and land the job. I will be giving you some additional resources as well.

Let's pray. *Heavenly Father, thank you for providing for us. Thank you for giving us opportunities. Lord, I pray for everyone listening today, you know what is on their hearts. I know Lord that you and you alone can guide us, can help us. You alone can give us peace and hope no matter what we are facing in our lives. I trust you, Lord. And I pray in your name Lord Jesus. Amen.*

Once you have successfully gotten an appointment for an interview, then what. Get prepared. So, what is an interview all about. What and Why do you have to do an interview.

Interviews give employers the chance to meet you and see if they like you enough to give you a job. They can evaluate your technical capabilities and compare your skills to others to determine if you have what it takes to win a job. A company takes into consideration the whole package. This means how you look, how you dress, how you talk. Are you confident or timid, are you courteous, are you polite. They will evaluate all of you, not just what is on your resume. They want to know what you are like as a person and as an employee. Can you work as part of their team. What they think of you beyond your resume has a huge impact on whether you'll get the job.

The primary goal of an interview is to determine the following:

- Your Expertise
- What motivates you
- Your Interpersonal Skills
- Your Decision-making skills
- Your enthusiasm for the job
- Your Likability and personality

Your expertise are things like your experience, your education and your technical skill that are relevant to the job.

Motivation. They want to see what will motivate you. What your goals, what will make you work hard.

How you communicate matters, these are your interpersonal skills. How you talk, what you say, are you polite, gestures, fidgeting, eye contact. These are all very important, so you better practice.

Decision Making. Next they are going to ask you questions to determine how you make decisions, how you do under pressure. They want to see if you have the ability to think fast and react in ways that will make you good at the job.

Enthusiasm. Why do you want the job Do you want the job. If you act like you don't want the job, then you definitely won't get the job. You need to make them believe you are the best for the job. You want the job and you are excited about this opportunity. This is exactly what you are hoping for. Even if it's not your first choice job, if you want the job you have to sell them than you want the job.

Personality. Are you likeable. Sounds weird but if the interviewer likes you, you have a much better chance of getting the job. More than likely there will be more than one qualified candidate. There will be several who seem good to the interviewer. In the end the one who gets the job is the one person who stands out to the interviewer. Generally, the person they think is best for the job. The person they like for the job.

Now there are several types of interviews,

- One-to-One interviews
- Panel Interviews
- Competency-based interviews
- Telephone interviews
- Video interviews

One-to-One interviews are interviews between you and one other person. This person is most likely the boss or the person in charge of whether you get hired or not. The advantage is you only have to impress 1 person. It's up to you. But remember, they are probably interviewing many candidates.

Panel interviews. This type of interview is popular with larger companies and involves a group of interviewers taking turns to ask you their questions. The biggest problem is you don't know for sure who has the final say on whether you get the job. You must treat all of the people on the panel with equal respect. These are more difficult, but you also have multiple opportunities to make a good impression.

Competency-based interviews. This type of interview focuses on your work-related skills and abilities rather than questions about your personality, and they can be trickier to answer as you have to use examples to demonstrate your answers. This type of interview takes practice to perfect. You need to prepare examples and answers to questions about your skills and experience, so you can quickly formulate your answers during the interview. Preparation is the key.

Last, telephone and video interviews are complicated. Go back and review the suggestions we gave on professional communications. Beware of your surroundings. Noise, backgrounds and other people can distract your interviewers. If your interviewer is distracted, your interview will be a failure. Also, don't get distracted yourself. That is not a way to show an interviewer you are the best for the job. If it is going to be a video or audio call via the internet, always check your connections in advance. And be ready for the call. Be waiting for the call. You might not get a second chance.

I want to share a video that talks about some of the common reasons for failing a interview. I could not find who developed this or even where to get it on YouTube. But they have some great points.

### [VIDEO 3 reasons an interview goes wrong (37s)]

It is so true. These are very common problems. Lack of preparation is your fault. Going to an interview unprepared means you give bad answers to interview questions. It also shows the interviewer you are not really interested in the job. You did not put time in to be get prepared, this might be how you would be as a worker. Nerves. Reality is everyone gets nervous. There are lots of techniques to help you overcome nerves. My point is you need to practice techniques to help you if you have problems with nerves. Nerves are normal, but you do not have to let them control you. Last is poor communication. If you can tell the interviewer, Why you. Then you are not going to get the job. You need to prepare in advance. Most interviewers use semi-standard questions, practice answers to these questions. This way you are ready and can articulate who you are and why you deserve this job.

Nerves are an issue for everyone. I get nervous every time I speak in front of a group. And I've been doing it since the 90's. I am going to show you a video from Mel Robbins a motivational speaker. Listen to her suggestions and think about how you can use her techniques to help to control your nerves.

### [VIDEO Turn your fear into a weapon (8:36)]

So you have just tricked your brain. Sounds easy. Let's talk about it a little more. Fear is real. I have fear, you have fear. Fear is real. It is very true that our bodies respond the same to both fear and excitement. They are very similar physical states. Mel said your brain is either for you or against you. This is true but there are forces at work around us that can make this even more difficult. When I fear, the first thing I do is pray. I know I can't control the situation, so I want to talk with the only person who can control what is about to happen, that's God. And I like Mel's techniques to redirect your emotional and physical response. This 5 second rule + an anchor thought. Literally counting to five in your head slowly, will help you to get your mind focused. You can change yourself from only reacting to thinking. Then an anchor thought is a great idea. This anchor prevents escalation and helps you to maintain control. God can help you to find a proper anchor thought that is in perfect context. Remember this anchor thought needs to be something related to the situation you are fearful of. If you are about to

interview for a job, the interview or interviewers is what is going to cause you fear. Redirect your thoughts to something that will change that fear to excitement. Maybe it's the thought of the job. Maybe it's the image of telling your parents you got the job. You can focus on the response you will get from others after you have the job. Think about something that excites you about the situation in a positive way and use that as your anchor thought. For me, Jesus is my anchor thought. I have fears and I get nervous, but everything I do is exciting if I believe I'm doing what God wants me to do. I know I can do this job, but if God wants something else for me, then I'm sure it will be better. I'm confident in God's plan, so I'm not worried about the outcome of this single interview. Remember 1,2,3,4,5, 5 second rule, plus a positive in context thought you are excited about or in complete confidence of.

[Anchor Thought Break-out session]

Let's pray.

*Heavenly Father God. I thank you for everything. Guide us as we make decisions such that what we do glorifies you. We trust you Lord. Help us to seek guidance and assistance from those you put in our life and from those you make ways for us to meet and learn from. I thank you Jesus for promising to guide me. I'm no good when I'm in control, so I pray that everyone listening surrender control to you. Thank you, Jesus for seeing the good in me when I did not see it in myself. I love you Jesus. And I pray in your name Lord Jesus. Amen.*

Okay, Let me leave you with this today. If you don't prepare, you are preparing for failure. So prepare. We've talked about a lot of techniques and preparation but don't neglect the most important part of your preparation and that is your relationship with Jesus. You can trust God with your life. You can definitely trust God with your job interview. Pray for peace and guidance. Do what God is urging you to do? Proverbs 3:5-6(NKJV) *Trust in the Lord with all your heart, And lean not on your own understanding; In all your ways acknowledge Him, And He shall direct your paths.*

God will guide you if you only surrender control to him. God can calm your anxieties and worries. God can give you peace that surpasses all understanding.

Thank you so much for allowing me to have this conversation with you today. Put God first in everything you do every time and trust God with everything. Then experience the abundant satisfying life that God has planned for you. Life in the kingdom of God right here on earth.

I don't know what God has planned for you, but I am confident that God's plan for you that is bigger and better than anything you could ever imagine for yourself. If you want to speak with me, you can find my email on our website. [www.punla.org](http://www.punla.org). Or on Facebook, Twitter, Instagram and Tumblr. Until next time. God Bless

## MODULE: Interview Tips (23U04a)33m

### OUTLINE (timestamp)

- Introduction Interview Preparation (0:00)
- Opening Prayer (1:25)
- Interview Tips (1:58)
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  - Interview Goal (3:42)
- Types of Interviews (6:32)
- Why Interview goes Wrong (11:32)
- Nerves (15:00)
  - Mel Robbins – Anchor Thought (15:45)
- Conquering Nerves (24:25)
- BREAKOUT (29:00)
- Closing Prayer (29:10)
- Last Thought – Get Prepared (30:10)