Prep Interview Written Assignment

[Name of the Writer]

[Name of the Institution]

Prep Interview Written Assignment

The interview is a meeting between two parties interviewee and interviewer when questions are asked to understand the views of the interviewee. Seeking a job interview is an essential part of the selection and recruitment process. The job interview is a conversation between the job applicant and the representative of the organization. It is a two ways communication in which the interviewer is trying to learn more about the qualifications, general fitness, and appearance for the job opening.

Meanwhile, the applicant tries to learn more about the position, compensation, authority and responsibilities, and the organizational culture. The purpose of the interviewee is to find out if this position will meet with his or her needs and interests. I recently appeared in a job interview for the post of assistant project manager. The interview questions were well organized, and I tried to follow all the tips that I learned during my studies. The very first question was about to know me. Before appearing in the interview, I followed some concepts of interviews and got prepared for the most common questions. Here I will discuss my interview questions and the concepts I learned and followed during my interview to make it more effective and successful.

The first question is very important because at this stage you have to prove your worth and impress the interviewers. While introducing myself, I followed the concept of 60-second sell. Usually, the candidate has to briefly discuss personal information, qualification and skills, experience, and future goal. I tried to follow all these instructions and provided some details of my past experiences with my major achievements. I did some rehearsal on how to address this question, and I followed all these points while introducing myself. I got positive feedback about my interview, for all the questions I have responded. Before appearing in the interview, I learned how to present yourself professionally. So I tried to present myself in well professional ways. A good candidate should know something about the organization and its history and background.

Moreover, the candidate should dress appropriately with proper body language. The candidate should rehearse with a friend a dummy interview to improve the flaws. I did all these steps before appearing in the interview.

The next question was about my achievements and how I worked as a team member to achieve the project objectives. To respond to this question I tried to remind the concept of Johari Window and the 60-second sell approaches. I talked about the projects I have worked on during my internship, and the way I followed the instructions given by the management. For the interviewer, it is necessary to learn about the previous experience and the role of the candidate during the project. Being the interviewee, I provided details of my completed projects with all the necessary details.

Moreover, I talked about how we got the instructions and the way our supervisor praised or criticized our work. I added the way we discussed the issues and ideas in the meetings. So this question was purely about the teamwork. As the Johari Window concept is a concern, I opened the hidden spot for the interviewer.

The interviewer is trying to find the weakness or cause of rejection of the candidate. The basic objectives of the interviewer are to select a mentally sound person. The candidate should be emotionally intelligent who can control his emotions during any disastrous situations. So the third question I have been asked was regarding the dispute among my subordinates and how I resolved this issue. Here the employer wants to learn about the leadership skills and dispute resolution skills of the candidate. So the approach I used to respond to this question was the emotional intelligence, that how fairly I solved the matter of dispute among the employees. I respond to this question by putting the scenario of my practical experience, by using the STAR response method. This approach suggests that first, you have to describe the situation that you were in and played a certain role. Then you have to describe your task on how to resolve the issue and what actions do you need to take for the best outcome. Moreover, you have to describe what you did to resolve this issue. Finally, discuss the result of your actions. I discussed the issue of my two subordinates who argued about a certain matter. I met them individually and asked about the situation, and then I asked the third person about the situation. I insured them that I will take an honest and fair action.

The interview panel always asks about the education and achievement during the studies. This question aims to hire a smart and intelligent candidate who is the best educational background. For this question I used the star response, according to this I told about my project, my task in this project, the actions I took, and the results of the project. Throughout the interview I ensured that I am presenting myself professionally. The interviewers are always noticing the attitude and personality of the candidate. I tried to maintain eye contact and do not distract at any point. I also tried to respond to all the questions confidently and to the point.

Motivation is one of the important traits the employer expects from the employees. Some people motivate by word of mouth and nonfinancial objectives. While others get motivated by monetary rewards. So at the interview the employer is interested to learn about the motivational factor of the candidate. As I was asked this question, I used the Johari Window to get them to know about my motivational factors. I told that I get motivate form the results of my input and if I greatly rewarded. I tried not to open it completely and keep certain things hidden, because if I used the monetary reward and it may go against the policy of the company.

Setting goals and objectives show the intellectual skills of a person and the commitment to do a task. Goals always keep a person to be focused and do not distract from the purpose. A consistent and focused employee can produce better results and become more productive than others. I responded to this question and quoted the example from my studies on how to continuously read a book for a month. My response was based on the STAR response method in which I described a scenario. Moreover, I discussed the method of Johari window and shared the information about my goal setting approach.

The behavioral interview is one of the kinds of interview the large organizations take a separate interview to learn the behavior, attitude, and personality of the candidate. While other organizations add some questions to learn the behavior of the person. I was asked the question regarding the difficult situation with my co-worker. I used to quote the example of my coworker who was a very hard working but sometimes she was arguing to some extent on some issues. I used to talk to her with a positive gesture about the issue, and thus we reach some solution. I considered the emotional intelligence approach while responding to this question where I have to prove my patience and positivity in front of the interview panel.

Finally, the interviewers asked about the work in stress, in our routine life and in professional life we sometimes have extreme stress. In such a stressful situation an emotionally intelligent person can take a proper decision and get control of his or her nerves. A mentally healthy person can efficiently cope with certain situations while an emotionally weak person can not control his nerves and affects badly under certain conditions. I used the STAR response and put the situation I faced during my previous job. I used to respond according to the emotional intelligence concept of the interview. By following all these approaches in each question, the interviewee can deliver the best result in an interview. Here I quoted about my strong point which helped me to respond to the situation efficiently. I told about my effective time management which gets me out from the stressful situation and produces my best results.

To conclude, the interview aims to select the best candidate who could be the real asset for the organization. Knowing an appropriate candidate is not an easy task, to find the best talent and mentally sound person organizations use specific parameters. The interview is a two ways communication in which the interviewer is trying to learn more about the qualifications, general fitness, and appearance for the job opening. At the same time, the applicant is interested to learn about the position, compensation, the organizational culture. At the same time interviewee also learn about the organization through the attitude of the interview panel and some briefing from the employers. For the best interview response, there are some approaches which a person should follow to impress the interviewer. According to my experience, these approaches can help a person how to respond to the question and what is the aim of interviewer while asking a specific question during the interview. I learned a lot from these approaches and found them very helpful.