

# One to One Job Interview

The most common interview is the one to one. The interviewer with the interviewee. The One to One Job Interview is a test/conversation and both parties will end the conversation with an opinion. The interviewer: if the candidate is right for the job and the interviewee: if the organisation is right for him.

The interview starts when the interviewee meets the interviewer. We read a lot in [body language](#) signs & other non-verbal communication. The [clothes you wear](#) are also important.

The interviewer is going to conduct an 'investigation' in order to see if you are fit for the job vacancy and whether you are better at the job than the other candidates. The interviewer will ask questions of a technical nature and of a general nature.

General questions will analyze your problem solving abilities and your ability to socialize with the rest of the team. Always use previous achievements to back any facts you mention. Even if such achievements were at the school newspaper, employers understand that school leavers have to start from some where.

[Job interview preparation](#) is very important. Make notes of your achievements and study the way you talk about them by practicing.

Apart from trying to see if you have the experience and qualifications for this job, interviewers also want to see how you fit in the work environment, the team and how you relate to your immediate supervisor. Therefore, if you have a one to one interview it is very likely that you will have several other one to one interviews. This is a disadvantage over a [panel interview](#). Each time the interviewer is satisfied you move a rung up in the corporate ladder until you're interviewed by the departmental manager (this depends on the kind of job you are being interviewed for).

Treat each one to one interview with great attention. Do not assume that the next interviewer knows what you told the first one. You will need to mention your preparation and qualities each time.

## Job Interview technique

There are several interview techniques one can use during the actual interview

### Attention Aware Interview technique :

Limit your amount of talking. Interviews have only a limited attention time, to be specific there is only about 80 seconds where you have the interviewer's attention. After you start replying to an [Interview Question](#)

The background to the Interview technique is :

As you start your reply to the interview question, the interviewer has full attention. As more time passes his attention is decreasing rapidly. After 60 seconds, you have basically lost him/her. So aim to deliver the answer in less than 60 seconds. Delivering your highlight after 60 seconds will not necessarily reach the interviewer's head! If you are not convinced by the level of detail you have given. Ask: "Do you want me to expand more on this?"

## Ask Questions Interview Technique :

Engage the interviewer by [asking questions](#). Asking Questions improves your relations with the interviewer, and you will be more easily remembered after the interview. Interviewers are impressed by the interest you show in the job, sometimes even more the selling points you have. If you can manage to get your interviewer talking about himself, you are doing great!

## Interview body language

**Handshake:** A dry, firm hand shake reflects a strong personality and is what most employers are looking for. Limp, sweaty hands are definitely a no. This is the first body language in the interview that your interviewer will "read".

**Hands:** Do not exaggerate hand gestures when you are talking. Try answering an [interview question](#) in front of a mirror to help you understand how much you move your hands while talking.

**Eye Contact:** Maintain eye contact but do not stare. If you are uncomfortable with this kind of body language look at the interviewer's nose as it has the same effect. Do not let your eyes wander away from your interviewer.

**Posture:** Reflects energy, enthusiasm and self control. Stand and sit erect. Slouching does not reflect a positive attitude in interview body language.

**Fidget:** Simple - do not fidget. Avoid playing with you hair, clicking pens and the like.

## Panel Interview

This kind of interview is conducted by an interviewing panel that is made up of the supervisor and some members of the team. The interview panel can also consist of top level CEOs although this depends the kind of position you are applying for.

The panel interview is stressful and this is why organisations use it: to see the candidate's reaction to stress. You will be asked questions from all the panel members, sometimes the same question by different panel members. It is difficult to build the kind of connection with the interview panel as you can in a one on one interview.

You can buy time by [asking questions](#). You should always remain calm and composed during a panel interview. Take a breath and even count to five (in your head), if you see the situation getting out of hand.

## Group Interview

The group interview is more stressful than the [panel interview](#). You will be "interviewed" in a group. All the candidates/job seekers will be in the same room during the interview.

The group interview will show

- Leadership qualities
- Stress
- Communication with possible team mates

- How the candidate will face the public and customers
- What level of knowledge candidates have
- How knowledge is used in a discussion

Show your opinion but let the other candidates speak. Ignore any candidates who are too aggressive or make any personal remarks. Try to avoid getting in one to one conversations. It is always a good idea to have the final statement in a group interview.

Generally this is not the final interview and short listed candidates will have a panel or one to one interview.

## Phone Interview

This kind of interview is often the first contact with an employer. A phone interview is also used when candidates reside in other countries. The most important thing to remember in phone interviewing is that you are working towards a face to face discussion. Phone interviewing techniques.

- Show enthusiasm. Remember that you do not have the advantage of [interview body language](#).
- Hold the receiver well. The mouthpiece should be 5 cm from your lips. Speak normally or a notch slower.
- Make sure there is no background music.
- Switch your mobile phone off.
- Switch your computer speaker off.
- Switch the front bell off (if you can).
- Lock your pets away.
- Avoid being too cheerful or overly concern.
- Make a list of things to say and of your strengths and keep them handy.
- Practice a phone interview with a friend.
- Always be positive even if this job change has not been your choice.
- Do not smoke, chew gum or drink tea during the interview.
- Avoid [salary discussions](#) in a phone interview.
- Ask when it is convenient to meet for a face to face interview.

### Overview of phone interviews

Show interest and enthusiasm. Keep the receiver in front of your lips and speak clearly and slowly. Do not use slang and try to minimize accents. Write notes and do [Job Interview Preparation](#) and [Wage Research](#). Concentrate on your positive in the phone interview. At the close of the phone interview ask for a face to face interview.

## Lunch interview

A lunch interview is simply an interview held over lunch. It takes a different approach and different preparation. The interview will probably be slightly longer than normal.

### Lunch Interview Etiquette

Do not worry too much about lunch interview etiquette, employers are more interested in your ability to do the job rather than your table manners although a certain level of education and

manners have to be shown. If you follow the normal table manners you will be fine unless VIP dining is part of the job.

Do not:

- Sneeze on food.
- Dunk bread in soup.
- Be rude to the waiter.
- Get drunk.
- Place elbows on table.
- Speak with your mouth full of food.
- Chew with your mouth open.

Lunch interview Tips

- Check out the restaurant. The menu could be on their web site. If not, stop by and have a look.
- Choose a small, light meal. You will be talking more than the interviewer so he will finish first.
- Avoid meals which will give you a strong breath.
- Avoid meals which require a lot of chewing.
- Avoid things that have a lot of fluid, such as soups etc.
- Avoid things that are hard to eat such as lobster, oysters and the like.
- Give more attention to the interviewer and less to your lunch.
  - Make sure your lips are clean and wipe them often.
  - Choose something in the same price range as your interviewer.
  - Do not complain about the food.
  - Do not drink alcohol during your lunch interview.
  - If unpredictable situations happen during the lunch interview stay composed and show a sense of humor.
  - Follow the [what to wear for a job interview guide](#).

The Bill:

- If the interviewer requested a lunch interview he will pick up the bill
- If you have initiated contact and requested a lunch meeting then the bill is yours

## Wage Negotiation

The wage is the compensation you will get for offering your time to the employer. In other words, employees offer time and expertise in exchange for money.

When the interviewer offers you the job, you then have to make a decision as to whether you are ready to accept it. You have to understand the wage and the benefits package before you make the decision. [Career wage research](#) has to be done prior to the interview. Knowledge is power and you want to have all the facts in your hands about the wage before you can assess if the package offered is fair or not.

The four steps in discussing your wage increase during an interview

- Negotiate the position.
- Sell yourself, then negotiate - show your unique expertise.
- Secure the job offer.
- Negotiate the salary and benefits package.

When negotiating a wage, the interviewer will generally have a range and he'll offer you the bottom of that range. You have to negotiate way up as much as possible. Generally the

interviewer is not the only one to convince that you are worth more than the initial offer. Never accept the first wage offer unless you are very desperate for a job.

Employers use various tactics to offer you a lower salary :

- Offer you the job and a starting date with no mention of the salary
- Employers ask what salary you need - do not answer with a figure!

Always ask about your responsibilities, working hours, level of authority and accountability during the salary negotiation.

During a wage increase negotiation, make sure that the company understands you are working toward a mutually beneficial arrangement not just that you want more. Reiterate your skills and enthusiasm for each job. Let them make another offer after the first one.

On first offer, do not just accept it. Ask for some time to make sure you are comfortable with it. If you feel it is a fair package send an [acceptance letter](#). If you are not happy with the wage increase: let them know. This is probably the only time you can safely ask for a wage increase.

Try to get all the details in writing. A lot of professional companies will give all of the details in written format.

If you are happy with what is offered, get it in WRITING: everything that was discussed, not only the salary but also the health plans, vacations, etc. The majority of companies will provide this in writing. If not, move on to a more professional company. We have seen job seekers accept positions with promises for salary and benefits that never materialized.

Learn more about the art of salary negotiation, requests for a raise, and other career techniques.

## Behavioural Interview

There is one time where you can score very high during an interview, and that is when the behavioral interview technique is used. This technique is mostly used to see how fast you can react, how clear you can think and how well you can use your experience and expertise to handle critical (and sometimes successful) issues at your work place, during your work hours. The behavioral interview technique, though highly intimidating at times, is a chance to score very high with the interviewer. It is almost as if the interviewer checks your measurements with that of the vacancy. This is what the interviewer is going to find out from you ' how good you have been or you can be so he/she will judge how well you can match their company in the future. A sure fire way to check your fit, is by exposing you to a behavioral interview.

What is a behavioral interview? This is a technique by which the interviewer will put in front you a job scenario (where they are looking for certain skills ' be it multi tasking, flexibility, diplomacy, patience, marketing tactics, and so on) and ask you how would you have handled that in exact steps; alternatively he/she would ask you to give them an example of a time when you had to do say, aggressive marketing, and how did you do in that case.

Whichever is the case, the key to the success here is to be prepared to a great extent to such type of questions ' with specific focus to points which converge on duties of your past job(s) and the job you are applying for. You need for this purpose, first highlight the skills that are most needed in the job you are applying for; then see the match of those skills in the job(s) you have done in the past. Before the interview, prepare on that line, a few success stories which you can put across to highlight those skills. For example, if your job is in customer relations, you may like

to highlight how you have handled a very unreasonable client to his satisfaction with wit, patience and persuasion; or in marketing how you sold a product to a client who had a negative image about your company, and so on.

The main point to remember here is that the interviewer is really looking for details in how you managed a tough situation to the benefit of the company. Give the details without any modesty. Those details could be the ticket for you to that company's job.

However well prepared you are, a behavioral interview may still catch you unaware and unprepared. There could be angles that the interviewer has thought that did not cross your mind. Do not worry when that happens. You improvise. Think that such a situation has arisen and think how best you would handle it to the benefit of the company. Be honest and say that such a situation had not arisen yet in your line of duty, but if that would be the case this would be the way I would handle it.