



A job interview is one way institutions and companies use to hire employees. It is a good way to find out about the personality and professional qualifications of a job seeker. Regardless of the person's age and experience, a job interview is always stressful, so it is natural to feel anxious. To avoid anxiety, you have to be well prepared. Here are some tips on how to prepare for a job interview.

Before the Interview

- Get enough information about the organization to which you are applying, the position you are seeking, and the required job skills, and then compare them to your professional skills and experience.
- Prepare copies of documents you will need in the interview such as your academic certificates and CV.
- Review your CV and identify your strengths and weaknesses.
- Rehearse the interview with a friend or colleague.
- Check the time and place of the interview.

Interview Day

- Arrive at the interview location at least 10 minutes early.
- Make sure you bring all the required papers (well organized).
- Dress appropriately and avoid bright colors.
- Look professional; do not wear strong perfume or heavy makeup.
- Keep your shoes clean and clip your nails.
- Turn off your cell phone before entering the interview room.

During the Interview

- Enter the interview room confidently.
- Listen carefully to the questions and answer them using the same language in which you were asked.
- Speak clearly, using correct pronunciation and a positive tone.
- Call committee members by their formal titles.
- Smile when it is appropriate, stay formal with the committee members and don't overstep boundaries by joking with them.
- Do not start talking about your weaknesses especially in the first 10 minutes of the interview.

- Never interrupt the speaker for any reason and do not show disapproval of the questions.
- Maintain good eye contact with the interviewer, talk to all committee members and do not focus on one person only.
- Be honest in your answers, and support your achievements with examples and numbers.
- Ask your interviewer for clarification if you do not understand the question.
- Avoid unnecessary detailed answers or answering questions you were not asked.
- Do not bad-mouth your college teachers, colleagues, or your previous work.
- Show interest by asking questions concerning the job.
- At the end, thank the committee members.

Avoid the following

- Sitting in a manner that implies you are bored or lazy
- Keeping your mobile phone on
- Fidgeting with your hands or legs
- Using slang words
- Watching the clock
- Asking about salary or vacations

After the interview

1. After you leave and before you forget, think of how the discussion went during the interview because that will help you determine your weaknesses that you need to work on.
2. If you do not get the job, it does not mean you are not good for the job. Any job interview is a valuable opportunity to increase your self-confidence and get ready for the future.

For Information Please Contact Center for Career Placement & Alumni – Career Planning Services

Job Interview.

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Job Interview Preparation