L'Arbi Ben M'hidi University_ Oum El Bouaghi

Faculty of Economics, Business, and Management

Department of Management

Master 1 Business / Financial Management

Job Interviews

Task 01: Say whether the following statements are true or false.

1. If the interviewer asks you about yourself, you should make sure all the information you give is relevant to the job.
2. You should avoid talking about personal things like your hobbies.
3. If the interviewer asks you about an item on your CV, you can give more detail and say how it is connected to the job you're applying for.
4. The STAR technique can be used to organise your story when answering competency questions.
5. You should never talk about difficulties you've experienced at work.
6. You can't prepare for hypothetical interview questions.

Task 02: Put the following questions in the right column.

- Describe a difficult decision you've made.
- Why do you want this job?
- What would you do if a team member was performing badly?
- Tell us about a time when you led a team to achieve an objective.
- What would you do if your project goals suddenly changed?
- Do you consider yourself successful? Why?
- What would you do if you became dissatisfied with your job?
- What motivates you?
- Tell us about a new skill that you've learned for work.

Common Interview Questions	Competency Questions	Hypothetical Questions

Task 03: Answer the following questions.

1. Suggest four tips for a successful job interview.
2. What are the things that an applicant should not do in an interview ?
3. In a group of four (04) students, simulate a real job interview for a business or finance-related position.
    a. Choose a job position(eg, financial analyst/ risk manager/ HR manager/ business consultant/ investment advisor …….)
    b. Assign roles within your group:
        • One student will act as an interviewer.
        • One student will act as a condidate.
        • Two students will try to create a brief CV of the condidate.