

Your friend is going for a job interview for the position of ‘Part-time Promoter’ for a mobile phone company. It will be a group interview. Your friend is very nervous and has asked you for your advice. Write an email to your friend offering advice on how to prepare for the interview and what to do during the interview.



Hi Pat

I'm glad to receive your letter, but at the same time, I feel sorry to hear that you're feeling very nervous these days since your job interview is at hand. I fully understand your feelings as I also experienced it last month. I hope with my hands-on experience, I can provide with you some practical advice on how you could prepare for and what you could do during the interview. I hope my advice below works.

Chance favours the prepared mind and a good beginning is half way to success. Let's start with how to do preparation work. First, make a short and concise self-introduction. It's likely that the group interview will start off with the employer asking people in the group to introduce themselves. Having a response prepared beforehand can help you come up with a crisp delivery. Second, do some background research on that mobile phone company. It's always a smart step to prepare for any interview. Third, prepare meaningful questions to ask during the Q&A session. Insightful questions like "What strengths are you looking for in a good candidate?", "What will be my biggest challenge in this role?", "How will my success be measured in this role?" These questions show your proactive attitude, which can help you stay uppermost in the interviewers' mind, as well as to showcase your passion for the job. There's no need to worry too much that you don't have thorough knowledge about the properties of all kinds of phones, I bet you'll only be tested for the basic knowledge of them. Anyway as the Chairperson of the IT group in the university, you must be capable of handling it.

Good preparation done beforehand is the first key to success. Being punctual for the interview on that day is also of prime importance. This helps ensure that you are mentally prepared for it, having a clear mind for answering questions. During the interview, active listening and keen observation remain first and foremost. A group interview always involves a role play or problem-solving task, and you need be able to build on the conversation, leading it to a fruitful

conclusion. Bear in mind that you should listen to the responses of other candidates rather than concentrating on what you will say next. Not only does the introduction play a vital role in your performance, but effective communication strategies are also crucial. Be confident! It's common to get butterflies in your stomach in a stressful environment. Try to speak confidently but not aggressively, which can highlight your good interpersonal skills.

Well, I hope the above advice helps. Don't worry. Things will work out fine. You're a smart boy and I know you definitely can do it. No matter whether you succeed or not, I'll still support you. Write soon and let me know how you get on.

Best wishes

Chris

