

Interview Skills

Royal Thimphu College

Session Plan

10 mins - Introduction

10 mins - Role Play

10 mins - Discussion

20 mins - Mock Interview

10 mins - Discussion

Introduction

1. Researching before the interview
2. Preparing for the interview
3. Conducting oneself in the interview

1. Researching before the interview

- a. **About the organisation** - the key players, the culture, the products and services offered, recent news about the organisation
- b. **About the position** - review the TOR, the opportunities, challenges
- c. **About the interviewer** - background check so that you can predict questions and know how to behave and respond appropriately

2. Preparing for the Interview

- a. Pull together your research
- b. Generate list of questions
- c. Write answers and practice it
- d. Get good rest on the night before interview

3. Conducting Oneself in the Interview

- a. **Your appearance** - dressing, facial expressions, body language, greetings
- b. **Your behaviour** - audibility, tone, clarity, response to the questions, politeness
- c. **Your personality** - honesty, sincerity, hobbies
- d. **Don't bluff!**

JOB VACANCY ANNOUNCEMENT
(sample of a job vacancy ad)

Companies	Post	#	Min Qualification/Experience	Start Salary/Level
RTC	Assistant Academic Officer	1	Graduate with 1 st Div.	Nu.23,500 + 11% PF
Bhutan National Bank Ltd.	Assistant HR Officer	1	Graduate with 1 st Div. (HR background preferred)	Nu.23,500 + 11% PF
RTC	Asst. IR officer	1	Graduate with 1 st Div. (Open for any discipline)	Nu.23,500 + 11% PF