

# INTERVIEW GUIDE

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## **Analyser Profile**



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# Interview Tips for Analyser Personality Styles

## Are you the right person for the job?

The purpose of the interview is for the interviewer to find out if you are the right person for the job. In your interview you must answer the questions:

- Why you are the best candidate for the job.
- What value you will add to the company.
- How your qualifications are a match for what the employer is seeking.

When you are hunting for that “perfect career fit”, it is important to ask yourself “What sets me apart from others in the job market?” To be successful in any job search, you must sell your skills, abilities and most importantly, yourself!

## What attracts Analysers to a job?

For Analysers the ideal jobs are those involving details, facts and information and less to do with people. Analysers are naturally inclined to gather information, are detail oriented and don't mind working by themselves.

As an Analyser, you enjoy the challenge of collecting facts and details and providing precise evaluations and reports. You are a capable administrator who follows procedures in a conscientious and conservative manner. You are attracted to jobs where you can use your analytical and technical strengths; jobs that require precision, accuracy and thought and jobs that provide the time to research and the time to do it right.

You have good problem solving skills but are not strong in relationships skills. You are looking for a job that allows you to set and maintain your high standards and performance criteria. You want a job that uses your expertise and gives you the opportunity for learning.

## Interview tips for Analysers

Analysers will come to an interview with all their educational results and certificates. You will have everything to back up what you say including references from past employers. These documents are relevant but not as important as what you say in answer to the interviewer's questions.

As an Analyser you are naturally conservative and take things literally. Use less fact and introduce more emotion. The interviewer is trying to gauge your reaction so you need to become a bit more animated and enthusiastic. Your natural talents as an Analyser are not being questioned but rather your ability to deliver to the employer, solutions - that's why they are hiring you. They have a problem and need to solve it.

Are you the right person? To demonstrate this, provide examples of past projects and accomplishments. Promote yourself and show you are proud of what you have done and what you can do. This is not a time to be shy or withdrawn.

### **Interview styles**

Interviews come in many forms – panel interviews, one to one interviews, group interviews etc. Ask the employer what form of interview it will be beforehand. You may be asked to take a test before the interview, depending on the type of organization. These might consist of psychometric or aptitude tests.

There are many different interview styles and each interviewer will have their own style. Some interviewers will fire questions at you while others will start off with an open question such as “tell me about yourself” leaving you to do most of the talking. The majority of interviews will be somewhere between the two. Be prepared for any style of interview.

### **Prepare yourself**

Interviews are two way meetings. Not only are they an opportunity for the interviewer to find out about you and if you are a suitable candidate for the position but they are also an opportunity for you to find out about the organization and if the position will provide you with the challenge and job satisfaction you are looking for.

Think about your skills, qualifications and experience and ensure that you can talk confidently about what is written on your CV. Particularly ensure that you can talk about those skills that are relevant and valuable to the position you are going for.

Prepare some questions to ask at the interview. At the first interview it would be wise to restrict your questions to the details of the job and the organization. Salary and benefit discussions are best left until a second interview or a job offer is made.

### **Important Things to Remember**

1. Do your homework before the interview. Gather information on the company (company reports, information through the Chamber of Commerce, Internet, library, etc.) to increase your awareness of company philosophies, operations and expansions. Be educated and knowledgeable when the employer asks you pointed questions.
2. Arrive early for the interview! This makes a positive first impression and communicates your interest in the position. If you are unsure of the company's location, find it the day before to ensure your promptness the day of the interview.
3. Dress neat, clean and professionally. Dress is somewhat more leisurely in the last few years, but a dress shirt, slacks and tie for men and a skirt or blouse for women are still appropriate, unless the position is labor intensive (welding, heavy equipment operation, production, etc.). Consider driving to the interview location the day before and seeing what people are wearing as they enter the building.
4. Carry a notebook with blank paper to the interview. Taking notes while an employer is speaking communicates that you are an effective listener, a skill employer's hold in the highest regard.
5. When greeting the employer, shake hands firmly. Establish eye contact. Smile warmly, thanking him/her for taking the time to interview you. Remember, employers hire “positive” individuals.
6. When sitting in the employer's office, position yourself in the chair so that you appear to be attentive and interested in what is being said. Find a balance between leaning forward (appearing aggressive) and slouching or leaning back (appearing lazy).
7. Employers have different personality styles. You may be interviewed by a Driver individual one day and a laid-back Analyser individual the next. Gear your responses to the temperament of the interviewer. Fast, decisive answers impress a Driver or Promoter style and thoughtful, slower answers impress more relaxed Supporter and Analyser styles.

8. Continue to make eye contact during the interview, inter-mixing warmth, honesty, sincerity and a sense of humor if appropriate.
9. Communicate experience in any of the following areas (specific skills employers are looking for in today's job market): management; learning ability; analysis skills; judgment; initiative; planning; emotional stability; adaptability/flexibility; empathy; negotiation; team building; creativity; motivation/drive; independence/self motivation and enthusiasm.
10. Ask the interviewer questions. Examples: Who would I be working with on a daily basis? Would you please explain the job description in greater detail? What are the possibilities of advancement based on performance?
11. You may be asked what your salary expectations are for this position. An excellent answer would be: "I am extremely interested in this position and I am more than willing to negotiate a salary. What would your normal salary range be for this position? (You can research salaries on the internet).
12. When exiting the interview, shake hands firmly, make eye contact and thank the employer again for the interview.
13. Try not to monopolize the meeting (particularly if you are a Driver or Promoter) – let your interviewer talk.
14. Ask how the job contributes to the success, efficiency and profitability of the organization.
15. Don't give negative information or bad news if you are not asked for it and don't criticize previous employers or jobs. The key is to turn negative information into positive information.
16. Make sure the employer knows the benefits of employing you. It is most important to sell yourself by telling the employer details of your relevant skills and experience that you have to contribute to the organization.

### **The next steps**

Agree exactly what the next steps will be, such as who will contact you to let you know if you have been successful and by when. You should also find out whether there will be second interviews and who will conduct them. If you are really interested in the position make sure you tell the interviewer.

**Good luck!**