



NTEU at NMMU



How to ace a job interview

Interviews are a two way process. As much as the company is investigating you as to your suitability, so will you be investigating the company to see if they are right for you. Do some research on the company before you attend the interview. Remember that **POWER IS KNOWLEDGE!**

The Interviewer will want to know:

- ✓ Can you do the job? Do you meet all the criteria in the job description?
- ✓ Will you do the job? Have you the right attitude and motivation? Is the job realising your career goals?
- ✓ Will you fit into the team? Will it be the right culture match?

You should be asking yourself these very same questions. Think about it.

During the Interview: Do's

- ✓ Arrive early. Being late for an interview is unforgivable.
- ✓ Greet the interviewer by first name with a solid hand shake and smile.
- ✓ Dress neatly. Your dress should express level of professionalism fitting to the position.
- ✓ Listen to the question carefully before responding.
- ✓ Be prepared to answer basic questions.
- ✓ Have good posture, body language, and good eye contact.
- ✓ Have a positive attitude. Show confidence, maintain poise and smile.
- ✓ Be assertive.
- ✓ Market yourself. Show your worth. Show how your experience would benefit the company.

During the Interview: Don'ts -

- ✓ Do not bad-mouth previous employers.
- ✓ Do not arrive unprepared for the interview.
- ✓ Do not make excuses for failings.
- ✓ Do not give vague responses to questions.
- ✓ Do not show too much concern about rapid advancement, yet do show a clearly defined career path.
- ✓ Do not express strong prejudices or any personal intolerance.
- ✓ Do not show any reservation about the company or position. You can always refuse a second interview after consideration.
- ✓ Do not overemphasize money Salary discussion is secondary. Your goal is to sell yourself.
- ✓ Do not leave your cell phone on during the interview
- ✓ Do not chew gum.

Closing the Interview

Always close the interview on a positive note; even if you did not think that it went that well. The interviewer may have thought otherwise.

- ✓ Confirm your strengths and the reason why you will be an asset to the company
- ✓ If you really want the job, ASK FOR IT
- ✓ If the job is offered to you on the spot and you want it, accept it
- ✓ If the job is offered to you and you need to think about it, say so, stating a definite time when you will get back to the employer
- ✓ Show willingness and availability for a second interview
- ✓ Ask at the end of the interview when the employer will be making the hiring decision
- ✓ Thank the interviewer for the interview and end with a firm handshake
- ✓ Don't be too hard on yourself. Things don't always work out as we wish them to be

Questions you can ask at an interview

- ✓ What will my responsibilities be?
- ✓ Why is this position available?
- ✓ How will you assess my performance?
- ✓ How does this position fit in to the rest of the company?
- ✓ Who will I report to and who will report in to me?
- ✓ Does your company encourage further study?
- ✓ What is your company's further growth plans?
- ✓ Where will I be based?
- ✓ Will the position entail travel?
- ✓ How soon will you decide on the appointment?



Question you can expect to be asked:

- ✓ Tell me about yourself (what the interviewer is really saying: "I want to hear you talking")
- ✓ What are your strengths? (Straightforward answering is required here, what are you good at and how can you add value to the company?)
- ✓ What are your weaknesses? (Your self-awareness and self-perception is being questioned here)
- ✓ What have been your achievements? (What is being asked here is "Are you an achiever?")
- ✓ What do you like about your present job? (The interviewer is really trying to discover that the job on offer will have aspects of what you enjoy.)
- ✓ What do you dislike about your present job? (Does the job on offer have responsibilities that you will dislike and which will make you unsuitable?)
- ✓ What is the most difficult situation you have had to face and how have you tackled it? (What is "difficult" for you and are you logical in problem solving)
- ✓ What kind of decision do you find the most difficult to make? (What is being said here is: "I need someone who is strong and decisive and yet has empathy")
- ✓ Why do you want to leave? (Your motives are being evaluated and the interview is trying to understand your reason for wanting to leave)

9 AUGUST – NATIONAL WOMEN'S DAY



On 9 August 1956, more than 20 000 South African of all races staged a march the Union Buildings in against the proposed amendments to the Urban Areas Act of 1950, referred to as the "pass The march was led by Lilian Ngoyi, Helen Joseph, Rahima Moosa and Sophia Williams.

Other participants included Frances Baard, a statue of whom was unveiled by Northern Cape Premier Hazel Jenkins in Kimberley (Frances Baard District Municipality) on National Women's Day 2009. The women left bundles of petitions containing more than 100 000 signatures at the office doors of prime minister J.G. Strijdom. The women stood silently for 30 minutes, singing a protest song that was composed in honour of the occasion: *Wathint'Abafazi Wathint'imbokodo!* (Now you have touched the women, you have struck a rock.). In the 54 years since, the phrase (or its latest incarnation: "you strike a woman, you strike a rock") has come to represent women's courage and strength in South Africa.



I have been employed for 12 months by my company. They have sent me on a training course when I joined, which cost R8000. I

have now resigned - can they make me pay back for the cost of the training course? If no (preferably written) agreement was entered into before you embarked on the training, to the effect that you would be liable to repay the cost of the training should you leave the company's employ, there is nothing they can do. They can't force such a condition on you now because it is after the fact. The conditions attached to the training should have been made clear to the employee in an agreement, prior to the training. In that way, the employee would have been given a fair opportunity to refuse the offer of training should he have felt that any of the conditions attached to it were unacceptable to him/her for whatever reason.

Can the employer deduct an overpayment made in error from my remuneration?

If an employer inadvertently or erroneously calculates the remuneration due to an employee, which results in an overpayment of remuneration to the employee, then the employer is entitled to recover such overpayment from the employee.

SOURCE: <http://www.labourguide.co.za/>

DID YOU KNOW?

The NMMU uses external chairpersons in the case of disciplinary inquiries. These chairpersons are usually highly skilled lawyers from the Port Elizabeth law fraternity.

This however does not mean that employer or unions may use lawyers during hearings, unless it is agreed to prior to the hearing.

Believing in others is easy. It's believing in yourself that's the real challenge. – Giuseppe Bianco