

TEST WAWANCARA KERJAYANG BERKESAN



Why company needs an interview?

- To find the right employee
- To find the best employee



What the
Company
Wants is.....



THE RIGHT BEST TALENT

What the
Company
Wants is.....



A graduate with high employability

What is employability?

- Suatu ketrampilan yang memungkinkan seseorang untuk mendapatkan pekerjaan atau untuk dapat tetap bekerja. Meliputi:
- Personal skills
- Interpersonal skills
- Habits
- Behaviour
- Basic academic skills
- Higher order thinking skills
- Personal qualities
- Workplace competencies and foundation skills (workplace know how)



What is employability?

Ketrampilan dan kualitas individu yang dikehendaki oleh pemberi kerja

- FUNDAMENTAL SKILLS (ketrampilan berkomunikasi, mengelola informasi dan menyelesaikan masalah)
- PERSONAL MANAGEMENT SKILLS (ketrampilan bersikap dan berperilaku positif, ketrampilan bertanggung jawab, beradaptasi dan belajar secara berkelanjutan)
- TEAMWORK SKILLS (keterampilan untuk bekerja dengan orang lain dan ketrampilan dalam berpartisipasi dalam suatu proyek atau tugas)

PERSIAPAN WAWANCARA

Alasan kita di panggil untuk wawancara adalah:

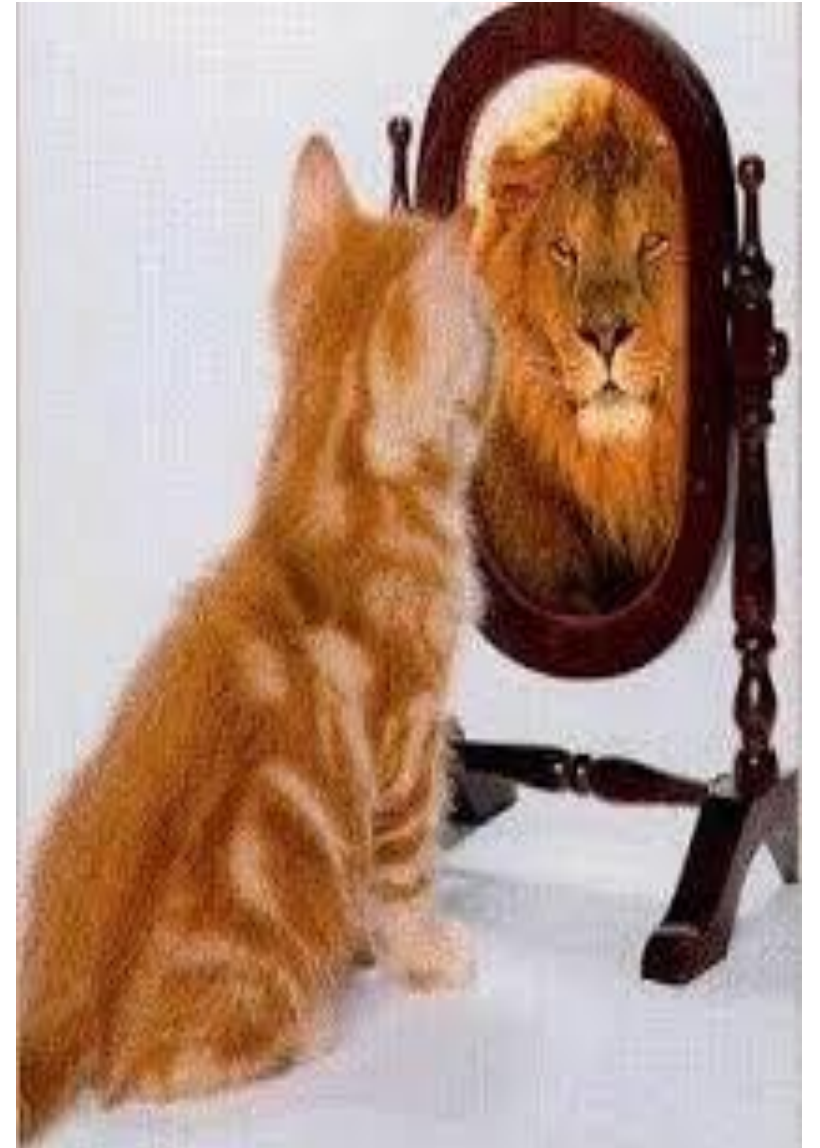
1. Ada kesempatan/lowongan
2. Surat lamaran yang menarik



MENGAPA ORANG BISA GAGAL DALAM WAWANCARA?

MENGAPA GAGAL?

- Persiapan mental dan Fisik
- Sikap dan Tingkah laku
- Wawasan
- Kemampuan Berbahasa
- Skill / keahlian
- Pengalaman
- Negosiasi



PERSIAPAN MENTAL

- Positive mental attitude
 - Optimist Vs pesimist
 - Pikirkan hal-hal yang terbaik
 - Jangan menilai diri kita negatif
 - Melihat sisi terang dari segalanya
 - Pergunakan selera humor
 - Be open minded

You are what you think.

SIKAP



- Buatlah pembicaraan menjadi menarik
 - Menyenangkan lawan bicara
 - Mempunyai rasa humor
 - Berwawasan luas
 - Menyesuaikan diri dengan lawan bicara
 - Memberi penjelasan secara singkat dan mudah dimengerti
 - Memperhatikan lawan bicara
 - Menggunakan kata-kata positif/baik

MATERI WAWANCARA

- Kemampuan berbahasa
- Skill
- Experience
- Team work & Leadership
- Family background
- Motivation
- Personality /attitude
- Problem solving

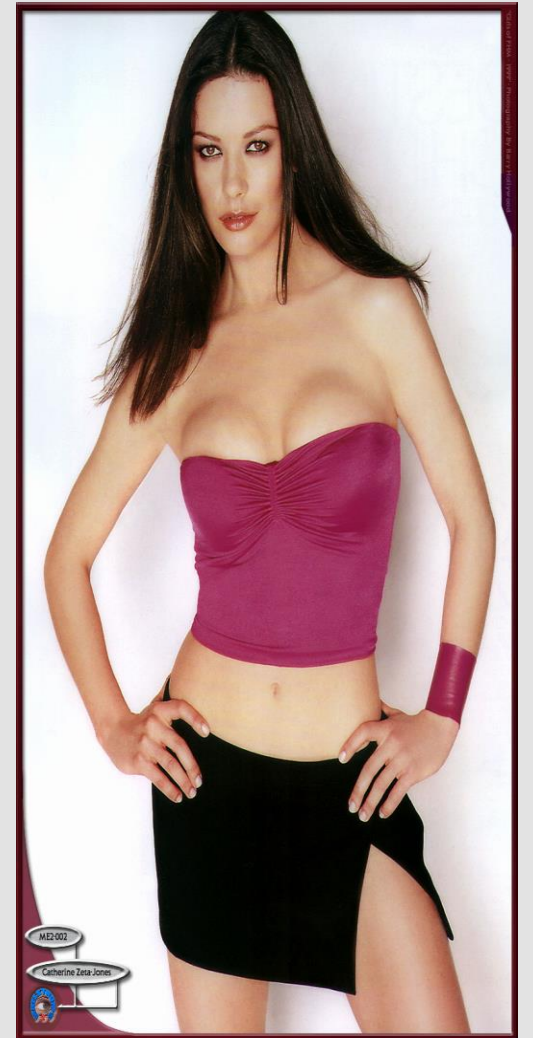


FIRST IMPRESSIONS

Make the right impression first,
by making the first impression right!

WHEN WE UNDERSTAND....

... how much we influence others by our dress and appearance, we become much more careful in selecting what we wear to face the world each day.



Clothing
normally
covers 90
percent of
our body

- Clothing, together along with your voice, words and behavior, will speak for you.
- We need to be aware of exactly what our dress is communicating.

BUSINESS LOOK - OPTIONS

When selecting outfits for the office,
safe is better than sorry

A QUICK CHECK BEFORE FACING THE WORLD

- HAIR STYLE
- SHIRT
- JACKET
- TIE
- JEWELRY
- TROUSERS
- SHOES
- BRIEFCASE
- OTHER ACCESSORIES

PENAMPILAN KETIKA WAWANCARA

- Body treatment
- Tata busana
- Tata rias

BODY LANGUAGE DURING INTERVIEW

- Kontak mata:
- Tersenyum:
- Berhenti gelisah:
- Jangan bersandar di kursi
- Tidak menyilangkan tangan:
- Jangan terus menyentuh rambut:
- Menggunakan gerakan tangan:
- Terlalu ramah:.
- Jangan menguap:
- Berjabat tangan:

BODY LANGUAGE DURING INTERVIEW

WHAT TO DO WITH YOUR HANDS DURING A JOB INTERVIEW

Show your palms.

This gesture indicates **sincerity** and for centuries has been linked to honesty and submission.



Press your fingertips together.

This display of **confidence** is often exhibited by self-assured politicians and executives.



Do not hold your palms down.

This is a sign of **dominance** and you should be careful to not shake hands with your palms downward.



Do not conceal your hands.

When your hands are in your lap or your pockets it looks like you have **something to hide**.



Do not tap your fingers.

This behavior shows **impatience**, which is likely not the attitude you want to portray.



Do not cross your arms.

This is a very **defensive** posture and it's best to appear open and agreeable.



SOURCE: "Crazy Good Interviewing" by John B. McHale, Ph.D. and Barbara Panas; "The Definitive Book of Body Language" by Barbara and Allen Pease; Forbes; Real Simple; Psychology Today; "The Nonverbal Advantage"

BUSINESS INSIDER

Tips and Tricks

- KETAHUI KUNCI SUKSES YANG TAK PERNAH TER EXPOSE SELAMA INI

ANTUSIASME



It's all about
ATTITUDE

Sikap anda dan potensi anda bergandengan tangan.

Sikap menentukan sukses atau gagal

(John C Maxwell)

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