

PHA  
National Pharmaceutical Science  
Meeting & Workshops



SIPHA22

THE ANNUAL MEETING OF SPS

اللقاء السنوي للجمعية الصيدلانية السعودية

25-27 JANUARY 2022



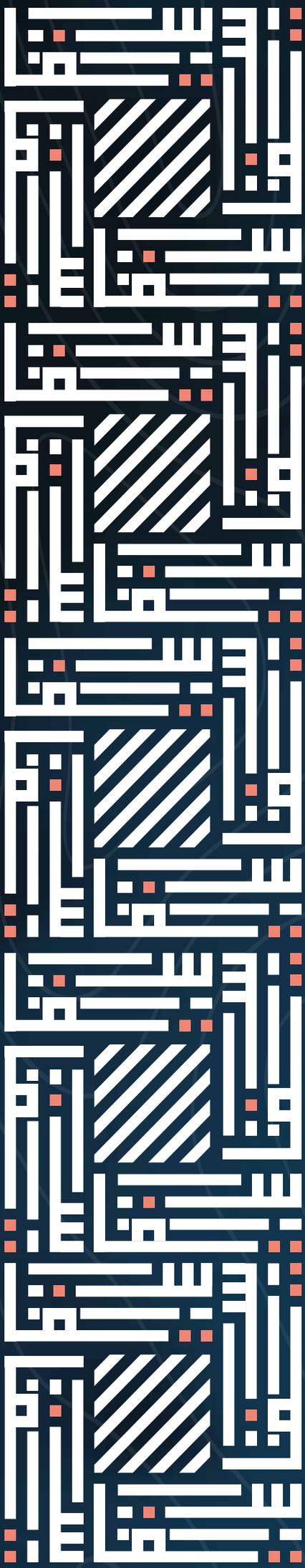
**SIPHA 23**

The Annual Meeting of SPS

اللقاء السنوي للجمعية الصيدلانية السعودية

Dhahran Expo, Dammam 3-5 January 2023

**INTERACTIVE  
PLATFORM BOOKLET**



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## INTERVIEW PREPARATION

The key to having a successful interview is to PREPARE. There are many things that fall into this category, from knowing the type of interview you are having, what to wear and questions to ask the employer.

No matter what type of interview you are having your first step should be to REFRESH and learn more about the place you are applying to. You can do this by visiting their website and looking at their goals, values, and mission statement. You can also look at the skills, responsibilities and experiences in the job posting. This information will help you when you are practicing answers to the questions.



# TYPES OF INTERVIEWS & HOW TO PREPARE

Knowing the type of interview, you are having will help you better prepare for the interview and feel more confident. Each type of interview has pros and cons for the interviewee and interviewer.



## 1. TRADITIONAL FACE-TO-FACE INTERVIEW:

**This type of interview is the most common and can include one to three or more interviewers. It is important in these types of interviews to be aware of your body language, eye contact, and communication to each party involved.**

### Tips:

1. You will likely be asked a variety of interview questions, so be familiar with different types of questions. This will ensure that you can adjust your answers appropriately.
2. It is important to be thoroughly prepared – know the job and know yourself.
3. Make eye contact with the person asking the questions, but also to give each interviewer your attention, regardless of whether they ask any questions; treat them all with equal importance.



#### Be aware of your body language

- a. Sit straight up in the chair, no slouching
- b. Don't bounce knees, twiddle fingers, swirl hair etc.
- c. Make eye contact



#### Use clear communication

- a. Avoid filler words, i.e. Umm's, ahh's, like's, etc.
- b. Take a breath or pause before you answer the question to give yourself a moment to formulate your answer in your head
- c. You can ask the interviewer "Could you please repeat the question?" if you need a moment to think or did not hear the question clearly



## 2. TELEPHONE INTERVIEW:

**Telephone interviews are common for screening interviews and long-distance interviews. Telephone interviews bring an added challenge as you cannot see the body language of the interviewer and they cannot see yours. Your communication and clarity become even more important in this setting.**

### Tips:

1. Sit at a desk or table with no distractions and plan for the call. Be ready at least 10 minutes in advance.
2. Wear Interview clothes even though you are at home (makes you feel more professional and ready).
3. Have your resume, cover letter, and application ready in front of you. Also, prepare any questions or speaking points but DON'T read your answers word for word, it is easy to detect and does not sound natural.
4. Be careful not to shuffle papers, it is distracting to the interviewer and makes you seem unprepared. Have paper, a pen, and your documents and the telephone all set up before the interview.
5. You can make notes or questions you have for the interviewer throughout the interview
6. Remember to communicate clearly but talk at your normal talking speed and answering questions in short sentences to avoid rambling paragraphs.
7. Give the interviewer your undivided attention; be professional, courteous, and concise
8. Know that there will be silent moments between you and the interviewer and that is a normal part of telephone interviews.
9. You can check in with the interviewer to show your interest i.e. 'would you like me to further expand on that?'
10. Don't forget to ask the interviewer your prepared questions at the end of the interview and thank them for the interview opportunity.

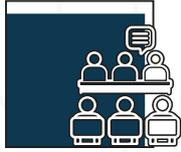


### 3. ONLINE INTERVIEW:

**Online interviews have become more common in recent years and are a hybrid between the traditional face-to-face interview and telephone interviews. You will use the tips from both the traditional and telephone interview types but will also want to be aware of some unique online tips.**

#### Tips:

1. Use your webcam microphone is a practice in online interview session to be aware of any time delay or settings that need to be adjusted. This will make you less nervous during the interview.
2. Find a quiet location for your interview with little distractions as webcam microphones tend to easily pick up background noise.
3. Pay attention to the physical background (posters on the wall? Messy room? Old take out containers?) this is your 1st impression you want to look professional.
4. Make sure the interviewer can see you. You may need to turn a light on in front of you (not behind) depending on the time of day and room lighting.
5. Avoid sitting as close to the laptop as you normally do with friends. Ensure interviewers can still hear you (your practice session with a friend will help you determine this) but you want to look professional and not hunched over the laptop
6. Use the highest-speed internet connection you have access to.
7. Remember to look at the camera not the image of the presenters, or you won't be making eye contact.
8. To help combat technical difficulties, have your phone readily available (but on silent or turned off) in case the interview mode has to change, keep your laptop plugged in, and turn off other programs on your laptop that make noise (i.e. email reminders).

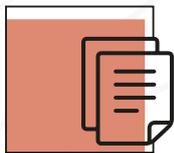


## 4. GROUP INTERVIEW:

During group interviews multiple applicants are interviewed at one time. It could be around a board room table with the interviewer asking questions to the group or the group could be asked to work on a task to complete. These interviewers observe how you work and interact with others, if you talk the whole time or not at all? Do you lead the other group members around? To you balance between talking and listening?

### Tips:

1. Come prepared to answer questions as per any type of interview; know the institute, the role, and your experiences well.
2. Be cognizant on how you are interacting with the group; are you contributing to the group conversation or task? Are you giving others a chance to speak? Are you working as a team player? Are you taking a leadership role?

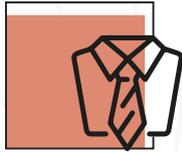


## WHAT TO BRING:

1. Resumes, Cover Letter, and Application (enough copies for each interviewer).
2. A folder to keep all your documents neat, tidy, and professional looking.
3. Paper and a pen in your folder to make notes.

### Directions:

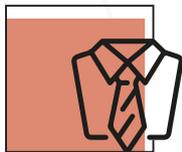
Make sure you know how to get to the interview and if possible, take a test run to the interview location a day or two before the interview. Know where to park and if not sure leave in lots of time to find a parking location and walk to the interview. It is better to arrive early and wait in your car or at a local coffee shop until closer to the interview then to arrive late or rushing.



## WHAT TO DRESS:

### Things to keep in mind when dressing for an interview:

1. If unsure what to wear it is better to be over dressed, then underdressed in an interview.
2. Avoid overuse of perfume and fragrances.
3. If you wear jewelry, keep it simple and minimal.
4. Ensure your nails are neat without chipped or bright polish.
5. Clothes should be clean and neat.

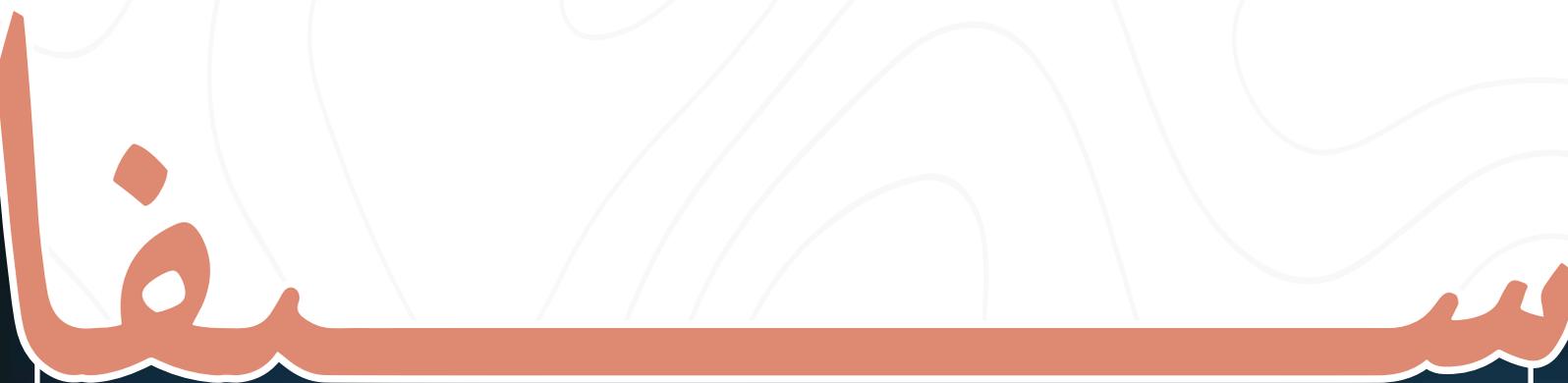


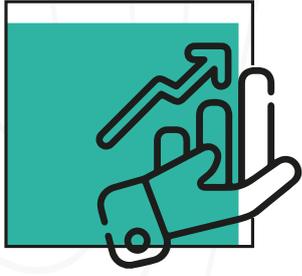
## QUESTIONS FOR EMPLOYERS:

To demonstrate you are interested in the position and the company you will want to prepare 3-4 questions you could ask the interviewer.

### Sample Questions:

1. Could you describe a typical day on the job?
2. What are the most challenging aspects of this job?
3. What type of initial training do you offer?
4. What are the next steps in the interview process?





# PRACTICE

Feeling nervous about your interview? PRACTICE. Practicing is the best way to help build your comfort and confidence around the interview process as well it is the only way to improve your interview skills. No matter how many interviews you have had, everyone needs to practice.

There are **two main types of interview questions** normally used in all types of interviews.



## 1. TRADITIONAL INTERVIEW QUESTIONS:

### These types of questions include:

1. Tell me about yourself.
2. What are 3 strengths of yours?
3. Why do you want to work for us?
4. What are your long-term career goals?
5. What are your short-term goals?
6. What three adjectives best describe you?
7. What are 2-3 weaknesses you need to improve?
8. How would you describe your ideal job?
9. What two or three things are most important to you in your job?
10. What is your greatest achievement and why?
11. How would you define success?
12. Why do you want to work for us/ work here?
13. What would you bring to this position/this institute?
14. How would you rate your communication skills?
15. What would your colleagues say about your working style?



## 2. BEHAVIORAL INTERVIEW QUESTIONS:

Interviewers use these questions, as past behavior is the strongest indicator of future behavior. So how you responded to a problem situation at your last job is likely the way you will respond in future jobs.

### **These types of questions include:**

1. Tell me about a situation where you were challenged.
2. How have you motivated yourself to complete an assignment or task that you did not want to do?
3. Tell me about the riskiest decision you have made.
4. Tell me about a time on any job when you faced a stressful situation or problem.
5. Give an example of a time when you had a conflict with someone and how you handled the situation.
6. Tell me about a problem you faced and how you dealt with the problem/ developed a solution.
7. Can you tell me about a time when you needed to work with a group to get a job done?
8. Tell me about a problem that you had and what your recommendation was?
9. Give me an example when you were working in a group and there was a conflict between members. How did you handle this situation? What was the outcome?



# STAR METHOD

The STAR Method is a good strategy to use when answering behavioral questions.

# S

SITUATION

**Give an example of a situation you were involved in that resulted in a positive outcome.**

**Example:**

During my job last summer, I was responsible for planning staffing schedules for a coffee shop.

# T

TASK

**Describe the tasks involved in that situation.**

**Example:**

When I started, I noticed that the current schedule was difficult to read and understand. We were also unexpectedly understaffed and unable to maintain proper staff to customer ratios. I needed to do something to improve this quickly.

# A

ACTION

**Talk about the various actions involved in the task.**

**Example:**

I redesigned the schedule taking into consideration staffing regulations and customer to staff ratios. I collected feedback from staff and supervisors.

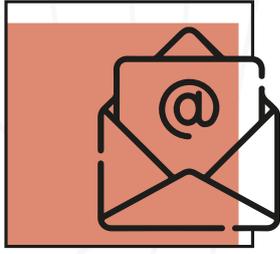
# R

RESULT

**What results directly followed because of your actions?**

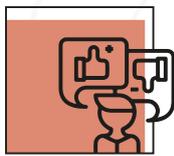
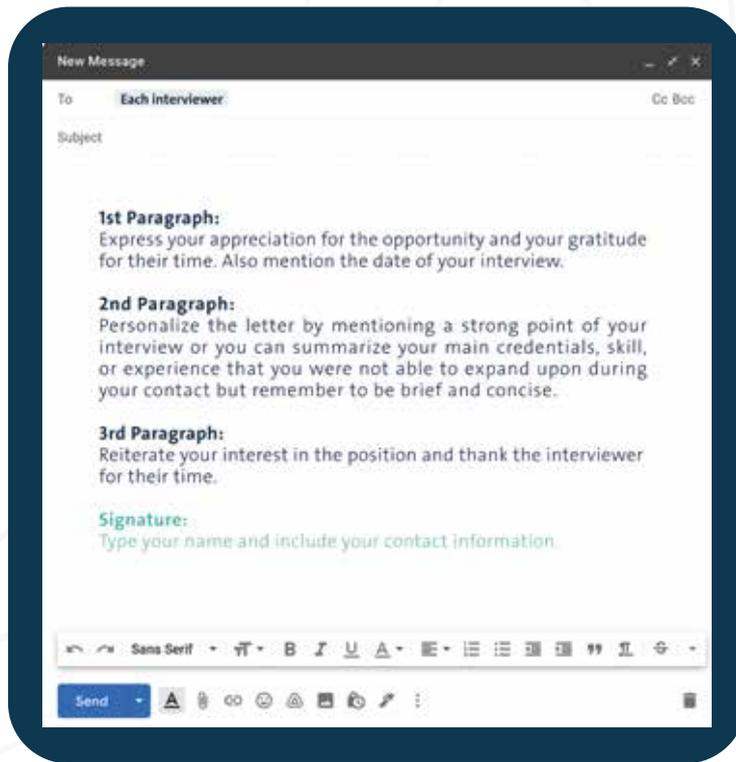
**Example:**

Through this experience, I utilized some of the wonderful ideas I received and made our scheduling system more understandable, ensuring that we always maintained proper ratios.



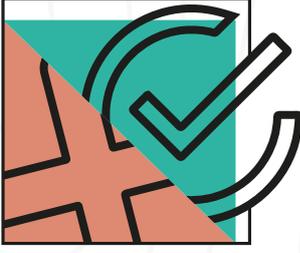
## POST INTERVIEW

Following your interview, send a short thank you email individually to each interviewer. You may need to use the institute directory to locate everyone's email addresses.



## FEEDBACK:

If after the interview the HR Personnel contact you to say you have not been chosen for the position, use this moment as an opportunity to ask for feedback on how you could improve your interview skills for the future. You will need to ask this while you have them on the phone, not through an email after the call.



# INTERVIEW DON'TS & DO'S

## Don'ts

- Be overconfident/aggressive.
- Ask silly questions that waste time or have an obvious answer that you would know if you did your homework.
- Forget to ask any questions at all.
- Chew gum.
- Stare or avoid eye contact.
- Arrive late.
- Leave your cell phone on.
- Bring a coffee.

## Do's

- Your homework! (On the institute and in your preparations)
- Be confident.
- Practice! Good interview skills take practice.
- Ask questions that are thoughtful and intelligent.
- Follow up to thank interviewers within 24hrs.
- Take your time to think when responding to a question.
- Make sure to discuss how you're going to apply your skills to the job you're interviewing for.
- Use every interview as a learning experience. Every interview (good & bad) helps you learn and makes you better
- Dress appropriately.
- Arrive early.
- Make eye contact.
- Bring extra copies of your resume (just in case).
- Be aware of your nervous habits.
- Shake hands on arrival and departure.

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**Thank**

**You**

