

# JOB INTERVIEW



# How to Prepare

- Seek information about the job and the company that you are aiming for
- Make sure who the interviewers are (names and positions in the company)
- Try to predict what the employer might ask you
- Best way to prepare is to find out answers to the most common job interview questions
  
- Usually you are asked to make your own questions in the end of the interview
  - Prepare few questions for the employer
  - Think over your own motives and interests towards the job
  - Take all your papers (CV and certificates) with you



# Appearance

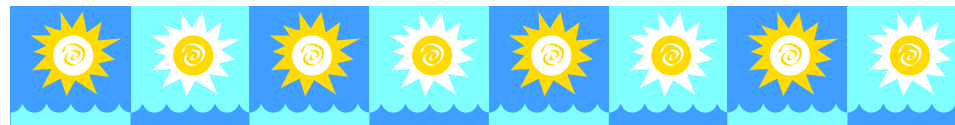
- It is important how you dress at job interview
  - Shoes, nails, hair
- Decent and correct appearance will boost your self-esteem
- Dont forget to chek the address of the job!



# At the Job Interview

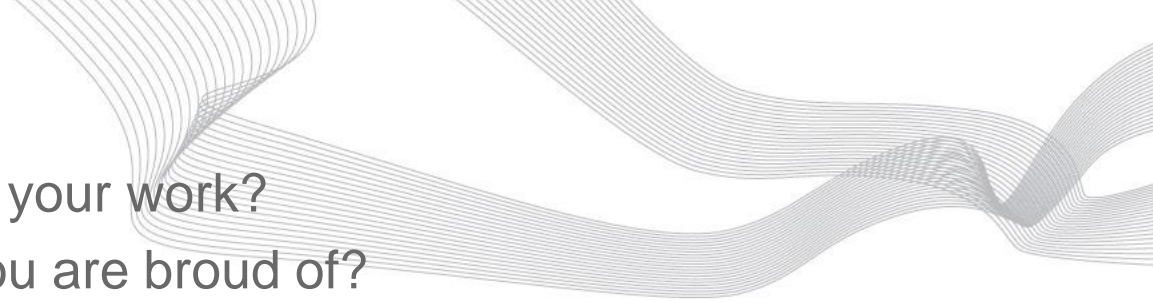
- Don't be late!
- Turn off your phone
- Shake hands firmly and look the employer in the eye
- Introduce yourself clearly. Positive first impression is important.
- Be kind and polite.
- Remember, that bodylanguage makes 80% of communication.
  - Facial expressions
  - Gestures
  - Tone in your voice
  - Common essence
- Address employer formally unless you are asked to call by the first name
- Believe in yourself and your talents. Only then the employer can believe in you too.
- Listen carefully and answer what your are asked for.

- Firstly be interested in work, secondly other issues like salary
- Clarify the general salary beforehand
  - Labour unions and professional organizations
- Don't brag about yourself, but don't also underestimate yourself
- Be prepared, that the employer may ask hard questions
- Don't speak negative things about your former employer
- Don't underestimate your education
- Be honest
- You give energetic picture of yourself by asking questions
- Ask when the decision of employment is going to be made and how you can enquire it
- Thank for interview



# The most common questions

- Tell me something about yourself. How can you shortly describe yourself?
  - Be positive and lively
  - These kind of questions are made to figure out what kind you are. Tell the interviewer how nice you are and how easy it is to get acquainted with you
  - Tell about real life situations, that help employer to understand what kind you are
  - Describe your skills and achievements by using concrete examples.
  - Tell to the employer, how you can be useful in that job.
  - What kind of obstacles you can bump into and how you can overrun those?
- Why you are seeking this job?
- What do you think, what this job is like?
  - tasks
- Why you are changin job?
- What are your career plans?
- What do you do right now?
  - Studying, workless, working etc.

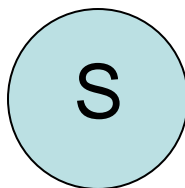
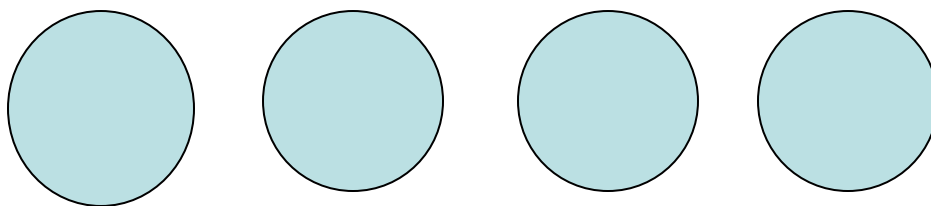
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- What motivates you in your work?
  - What achievements you are proud of?
  - Why did you choose the subject that you have studied?
  - What are your strengths and weaknesses?
    - 3 – 5 strengths
    - 3 - 5 weakness
  - How do you cooperate in a team?
  - What are your hobbies?
    - Reading: what kind of literature; dance: what kind of dance; sports: what kind of sports
  - What is your family situation?
  - What do you think, what kind is a good employer?
  - If you think your former jobs, what has been the nicest and why?
  - What do you know about us?
  - Are you ready to travel?
  - How can you be useful to our company?
  - Why we should hire you?

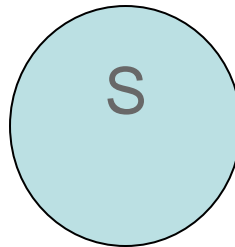
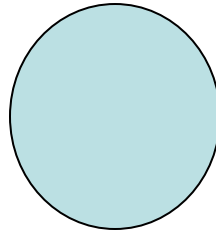
- How much do you wish to get a salary?
- What do you expect from your job?
- What have you learnt from your previous jobs?
- When can you start?
- How you can benefit of your education in this job?
- What strenghts do you have concerning this job?
- How do you work under pressure?
- How do you deal with difficult customers or with difficult workmates?
- What you would like to ask from us?

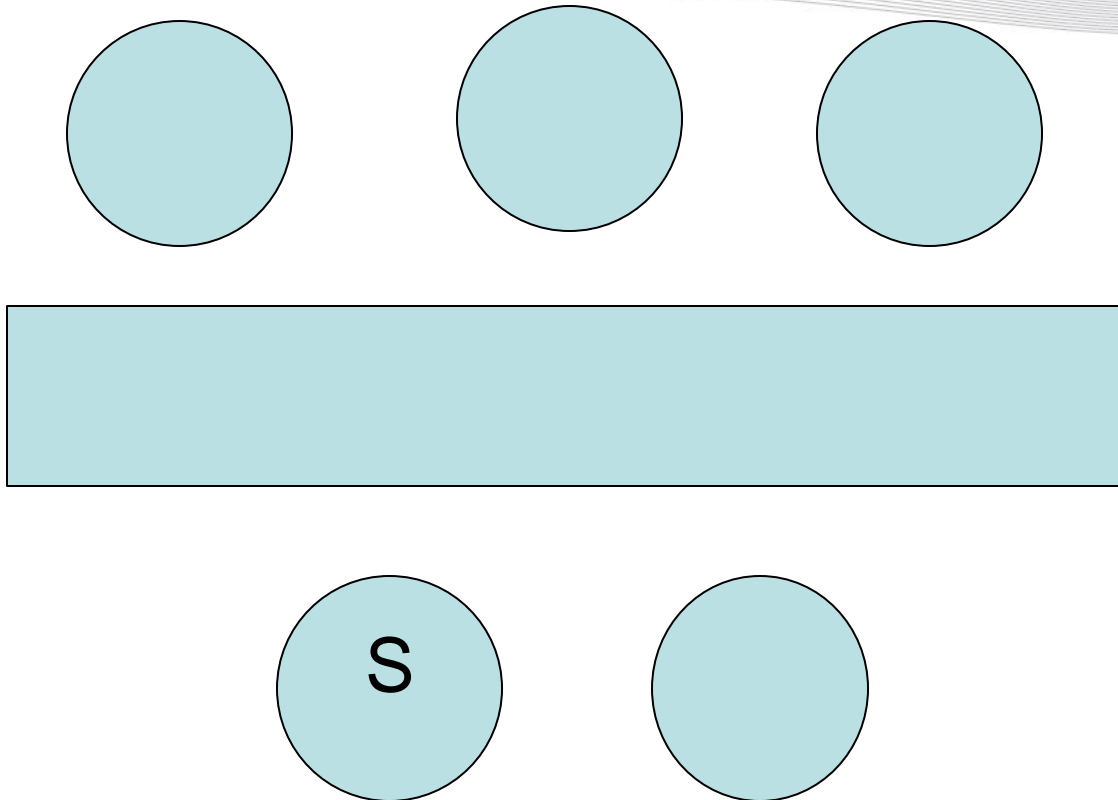


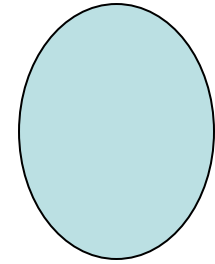
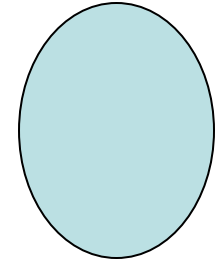
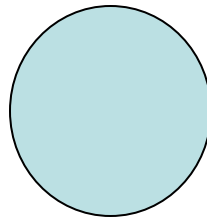
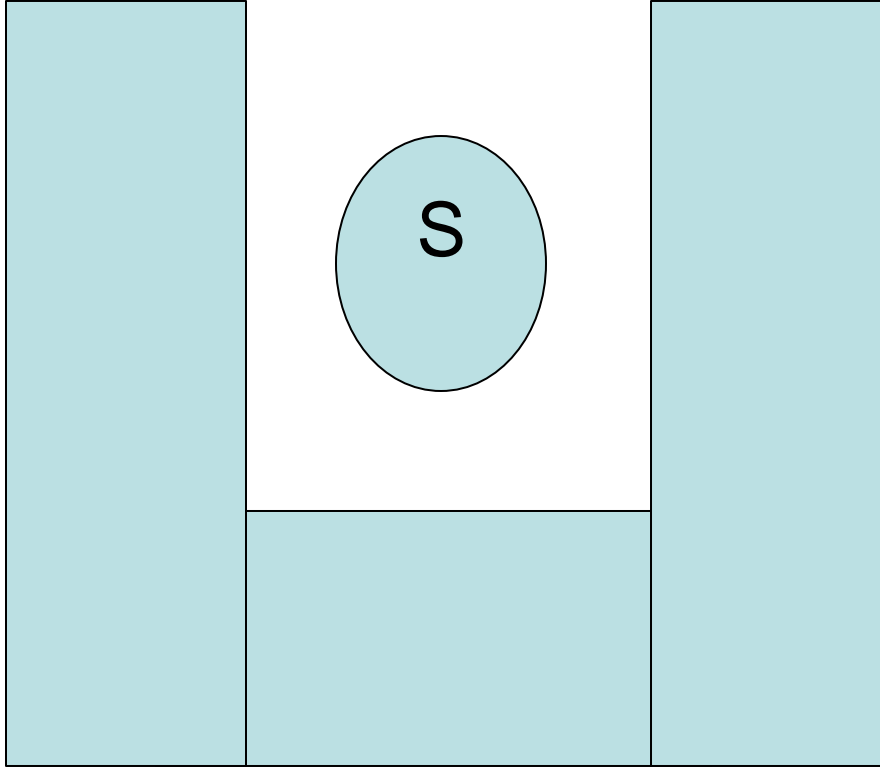
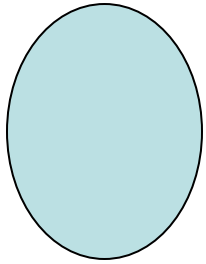
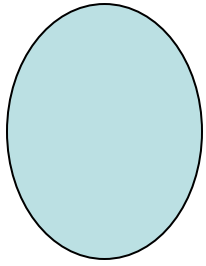


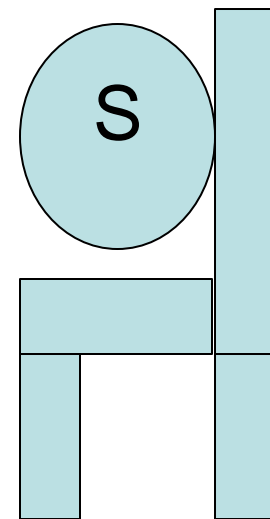
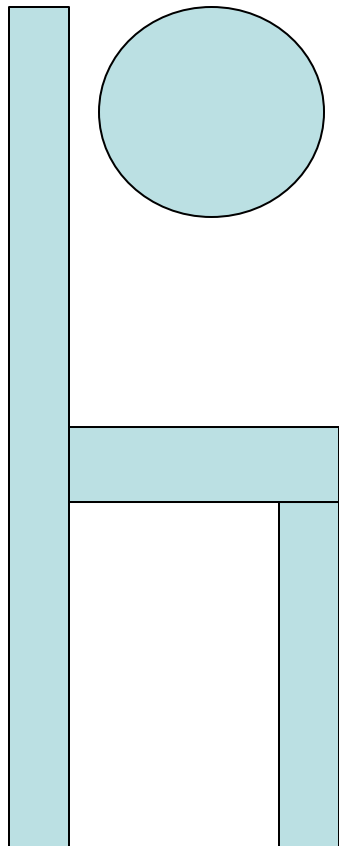
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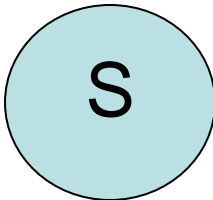
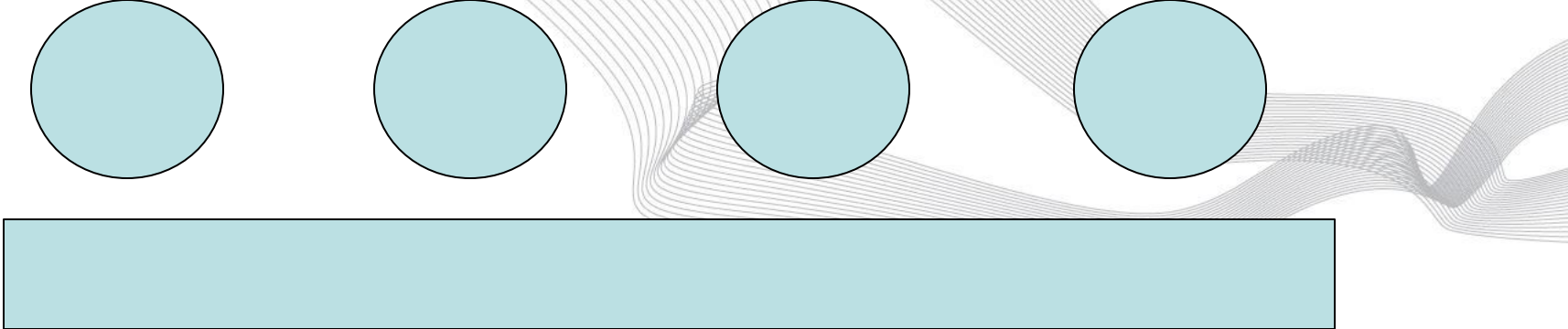


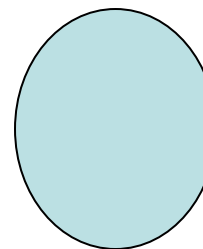
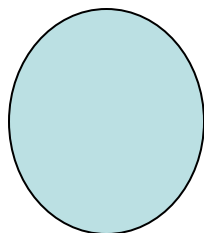












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# Suitability tests

- Psychological suitability tests are used commonly besides interviews. Test are run to support the knowledge got via interview
- Skill tests
  - Linguistic and mathematical tests
- Personality tests
  - Personality and character
- Analysing potential development
- Worksimulations

