



Job interview for dummies

- KKENVAL4 course work group3

Before the interview

- Get some information on the company and the job; contact the company
- Be prepared to talk about yourself, skills, strengths and weaknesses; prepare bullet points and questions; know yourself and your learning process from the previous experiences (work and studies)
- Print all the important papers (final exams, CV, cover letter, schedules)
- Find out how to get there; be on time; set an alarm
- Take care of yourself
- Decide an outfit
- Take time to relax
- Think about how you can stand out from the crowd



After the interview

- Relax and don't overthink
- Reflect on the interview and how to improve your behaviour
- Keep track of the process; stay connected (phone, emails)
- Take care of yourself (forgiveness, compassion for yourself)
- Remember what has been said and promised
- Ask for feedback



Questions

What they'll probably ask you:

- How did you find about us? Why did you apply?
- Why would you be the best candidate?
- What are your strengths/weaknesses?
- Tell us something about yourself (open questions)
- Tell us about your skills
- What is your life situation? Are you flexible about your schedule?
- Sell yourself

- How do you handle stressful situations?
- What motivates you?
- When can you start? How long can you work there?
- What are you future plans?
- Where do you see yourself in 5 years?

What you can ask:

- What do you expect from me? What would my tasks be?
- How will the process continue?

Answers

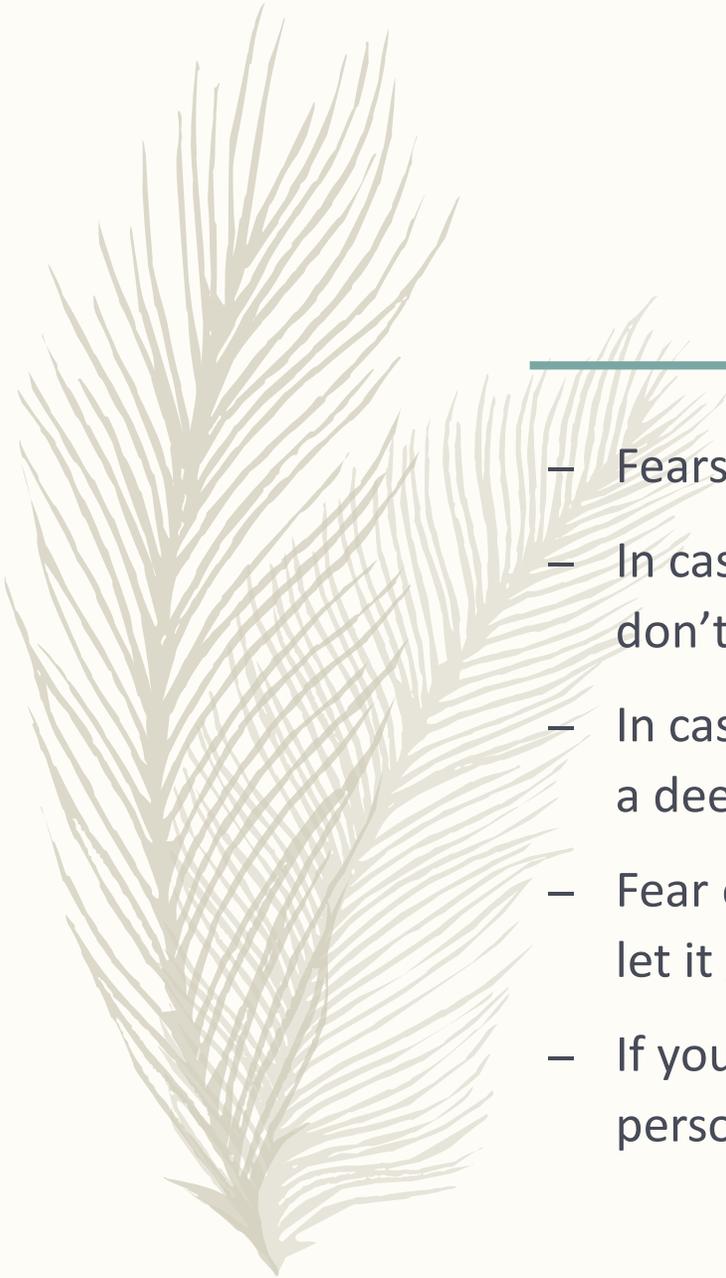
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- Don't be too honest; but don't lie
 - Admit when you don't know something
 - Use correct language
 - Say diplomatic things
 - Pay attention to your reactions
 - Answering to criteria
 - Listen carefully, and show that you are listening
 - Concrete examples

Types of interviews

- Individual face-to-face ("normal"): most common, one or more interviewers
- Group interview: there may be a topic or a task, sometimes individuals in a group, requires similar skillsets as this course
- Video interview: pay attention to your surroundings, make sure there are no technical difficulties
- One-sided interview: sometimes you can prepare a lot beforehand, usually the first step in the interview process
- Phone interview: won't get hired only based on this, recruitment companies use this method, also usually the first step
- Task oriented interview: prepare a task beforehand and talk about it during the interview
- CEO interview: final step in important jobs or small businesses
- Quick interview (mass, blitz): a way for companies to reduce the number candidates, the first impression is especially important

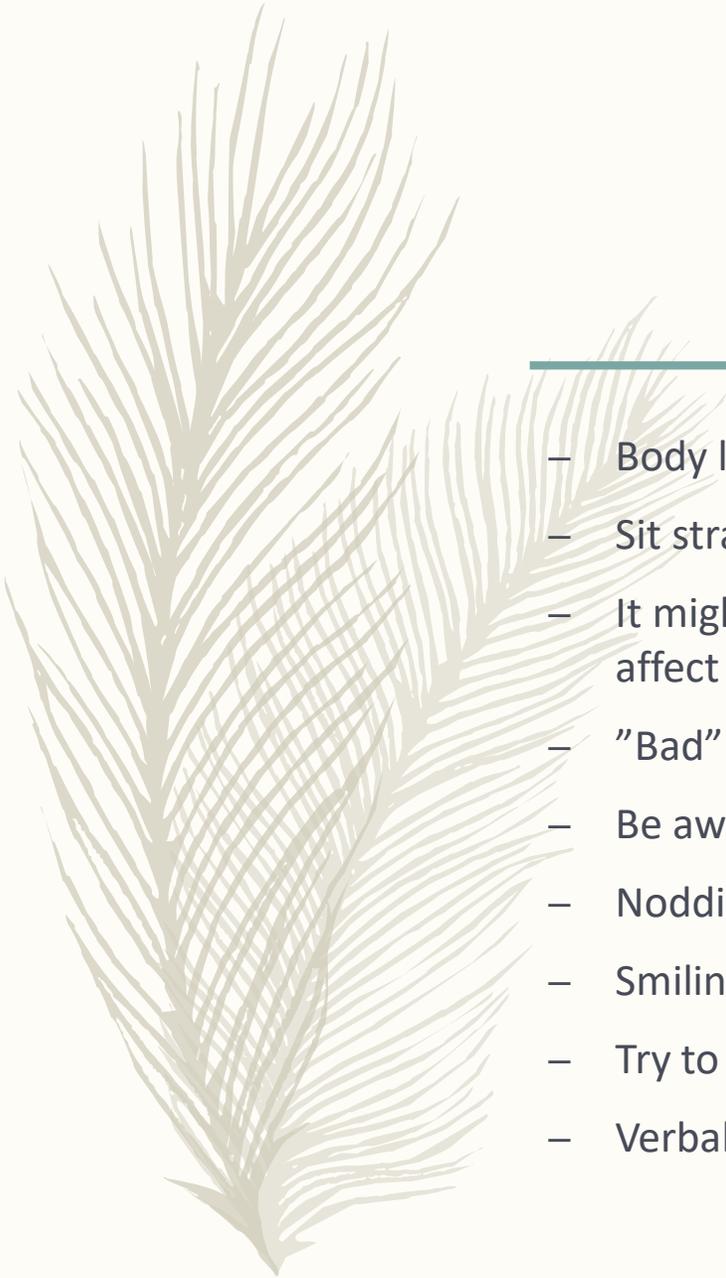
Fears

- Fears are often linked to the individual types of interviews.
- In case of surprising questions, just be yourself. In other words, admit that you don't know. Taking a humoristic approach might help.
- In case of freezing, admit that you're nervous and find a way to relax (e.g. taking a deep breath).
- Fear of not getting your message through (be brave enough to correct yourself, let it go).
- If you have a fear of being compared to others, remember that it is never personal (at least it should not be).



Body language

- Body language is important before and after the interview too (e.g. waiting room or goodbye).
- Sit straight, but not too straight.
- It might be difficult for you to concentrate too hard on your natural body language, as it might affect your ability to understand the questions.
- "Bad" habits are fine in moderation.
- Be aware of cultural differences when applying abroad.
- Nodding and leaning forward shows that you are interested and understand.
- Smiling, eye contact, proper handshake.
- Try to read the interviewer's body language and respond accordingly.
- Verbal and non-verbal communication should not provide different messages.



Useful skills

- Be polite, respectful, likable.
- Know the language in your field.
- Know the sociocultural context of the situation and the company that you are applying for.
- Don't talk too fast, too loud or too quiet.
- Thinking of the interview as a presentation of yourself can be useful.
- Be clear, show motivation and concentrate.
- Being able to adapt is useful.
- Argumentative skills and dialogue skills are a must.
- Reflective skills are important in the process of self-improvement.



Summary

- There are certain rules that apply for job interviews that you should be aware of. However, every interview is unique and therefore you need to be vigilant.
- The interview is a process: preparation, the actual thing and reflection.
- Trust yourself, you can do it!

