

Gender Board Workshop – Life After EVAN

Sunday, 18 January 2009

Successful interview
Just a matter of technique!

When you are invited
for an interview...

You are not stressed!

- You have a point: You are already selected among other “cv’s”
- The assessor has a positively mindset, in favor of you!
- You do not allow stress to defeat you!
- You use it in a constructive way for self motivation! !



Follow a strategy!

- Nothing by chance – all planned!
- Turn to advantage the chance you have!



Interview is like any other
CONVERSATION – try to
understand the interviewer's
point of view!

Before the interview

It all about preparation!

Gather information about

- institution/university/company
- names and structure
- size
- way of operation
- internet site
- competitive advantage

50% of success
depends on
preparation!



Details makes the great difference!

- Notice down the exact interview place and time
- Have plenty of time. Arrival at about 10 minutes before the scheduled time - in the unfortunate case of delay, call to inform about!
- Check way of access (transportation, parking etc) – quite in advance, if possible

It is nice to have...

- a cv copy
- a notebook
- a pen

You will never have
a **SECOND** chance
for a **FIRST** impression!

- Professional and comfortable dress code
- Appropriate clothes for an interview
- Clean, tidy, well shaved for men, nice hair
- Not heavy make-up
- Not strong perfume
- “Distinctive” colors
- Earrings only to ears (and only for women)
- When a second interview, not same clothes



Relax!

Have a small drink

or go for a small walk

but

DO NOT FEEL STRESSED!

During the interview

Tips

- Be prepared for more than one interviewers at once – it may happen!
- Keep eye contact! If more interviewers, then we look in turn – not only the person who asks.
- Keep eye contact!
- In case of handshake, respond “affirmatively”, not loose, not too tight.
- Try to follow interviewer’s way of talking
- Keep eye contact!

Tips

- Smile, when suitable.
- Do not sit down, until proposed to.
- Never smoke and eat, even if proposed.
- If proposed so, accept something to drink (water, coffee, juice)
- Sit “straight” back - but not “unbendable”
- Do not relax, lying on the table or the chair
- Put your hands on the table or feet

Interview Structure

Most of the interviews have similar structure:

1. Questions based on the cv, so as to explain career path and ambitions
 - Choose personal achievements, that are linked with job's requirements and specifications
 - Be ready to explain “unusual” parts of your cv - e.g. “blanks”, grey areas etc

Interview Structure

2. Questions based on skills / competences

- What do you know about this job/opening/position?
- What attracts your interest on this job/opening/position?
- Why do you think you are the most appropriate candidate for this position?
- Why do we have to chose you among other candidates?
- What will be your added value to this position if you get it?
- What will be your added value to the team?
- Why did you leave your previous job?
- What type of personalities you like to cooperate with?
- Do you prefer work in a team or by yourself? Why?
- Describe your major achievement
- Describe your key advantage (example)
- Which point of your personality would like to improve and why? (example)
- Hobbies - Leisure time

Competence: Teamwork

Possible Questions

- Do you remember when was it that made it difficult to integrate into your current team? Tell me about in detail.
- Do you remember having planned to establish contact with someone you were particularly interested in? Why? How did you do it?
- Can you tell about an activity/gathering (social or professional) you have organized? When was it? With whom? Why?
- Can you describe a team action you participated? Your role? Difficulties met?
- Can you tell me about a recent occasion you were asked your opinion in the team? What was the result? How did you feel?

Competence: Communication

Possible Questions

- When was the last time you had to communicate an important information? Tell me in detail.
- Can you tell what kind of documents have you drafted recently? Why? What happened?
- What was a really complex message you had ever to transmit?? What happened and how you did it.
- Do you remember a situation you felt particularly bright and expressive? Describe in details.

Competence: Planning and Organization

Possible Questions

- Tell me about a time you had to coordinate the activities of several people at once.
- Have you recently planned an event/meeting/conference? Tell me in detail.
- Have you planned any projects in long term? Why? What was the occasion?
- Do you remember what was the event with the greatest impact and significance that has been organized by the group? Tell me in details.

Competence: Flexibility

Possible Questions

- What has been the biggest chance you have had in your life? Tell me what happened.
- What was the last time you perceived an important change in your environment? What was the occasion? Why?
- Do you remember what it was which took longest when encouraging and driving a changing in a team? Tell me about in details.
- Tell me about a particular occasion where you anticipated a change in the scenario. What did it entail? What did you do?

When answering a question, be prepared to give

- a specific example/situation
- an action you took
- a task you were assigned
- a lesson you earned
- something you would do different
- details on your personal role



Interview Structure

3. They will talk us about the specific opening

- Job description and specifications
- Structure, reporting line
- Other members of the team

4. Our questions

- Show interest for this specific opening
- Targeted questions about
 - ✓ Training
 - ✓ Development
 - ✓ Colleagues, reporting line, members of the team

5. They will inform about next step

- If next interview, when, with whom

How to answer questions

- Avoid one word answers
- Avoid inaccuracy, be specific
- Never talk in a bad mood about previous employers
- Never appeal confidential information
- Keep eye contact!
- Keep focused, to the point
- Do not interrupt
- Talk steady
- Ask for clarifications, if something is not clear enough

How to answer questions

- If you can not answer a question, simply admit so!
- Try not to talk a long time, be specific, to the point
- Be open and honest
- Spot on you skills and qualifications that match job's requirements and specifications
- Use positive words and phrases like “I feel enthusiastic to...” , “ I am eager to...”, “ I really find interesting to ...” “ I believe...”
- Be always your self – do not under or over estimate
- Trust your self

How to submit questions

- Ask relevant questions
- Have already made a search for institution/company/university
- Ask about relevant training
- Ask about development opportunities
- Members of the team
- When next step

Keep notes –that shows professionalism!



AVOID asking about

- salary package
 - days off
 - working hours
- as from first interview!!!

The last impression

- Always **EXPRESS YOUR INTEREST** for this specific position – unless the opposite!
- It is nice to thank the interviewer about his/her time
- Say goodbye with a smile

**Closing
is a very important step!**



Try to remember

Our body “speaks” the same with our mouth!

Gestures, expressions, body attitude, voice volume “appeal” what we do not wish the others really know about us!



Each and every employer is looking for **PASSIONATE candidates - the ones to be enthusiastic and eager to move on!**

The 4-S strategy

Sponsor yourself. Be social – nobody succeeded from the couch of home! Spent time to be well dressed, well prepared. Check internet. Feel **DISTINGUISHED**. Be **DISTINGUISHED**.

Specific. Use examples. What is your competitive advantage? Combine with job's requirements.

Self confident. Feel ready to **CONQUERE** the position you **DREAM**. Just believe you are the appropriate candidate.

Sell yourself. Focus on your strong points. Focus on what you can do **BETTER**, not on what others do well.

Interview is like sales!

You even talk about price:

YOUR SALARY

So remember:

Passionate **Sellers**

make

Passionate **Buyers!**

After the Interview

- Send a **THANK YOU EMAIL** – it makes a great difference!
- Negotiate the best possible salary package, according to
 - Your competences
 - The market
- If not recruited, do not get disappointed!
- Review with honesty - Think what you can do better next time!

Interview is a matter of technique!

Not a talent!

The **MORE EXPERIENCE**

the **BETTER RESULT!**

***And the most important is to
remember that...***

Every employer does not chose
the best employee -
he/she chooses the

MOST APPROPRIATE ONE!

Thank you!