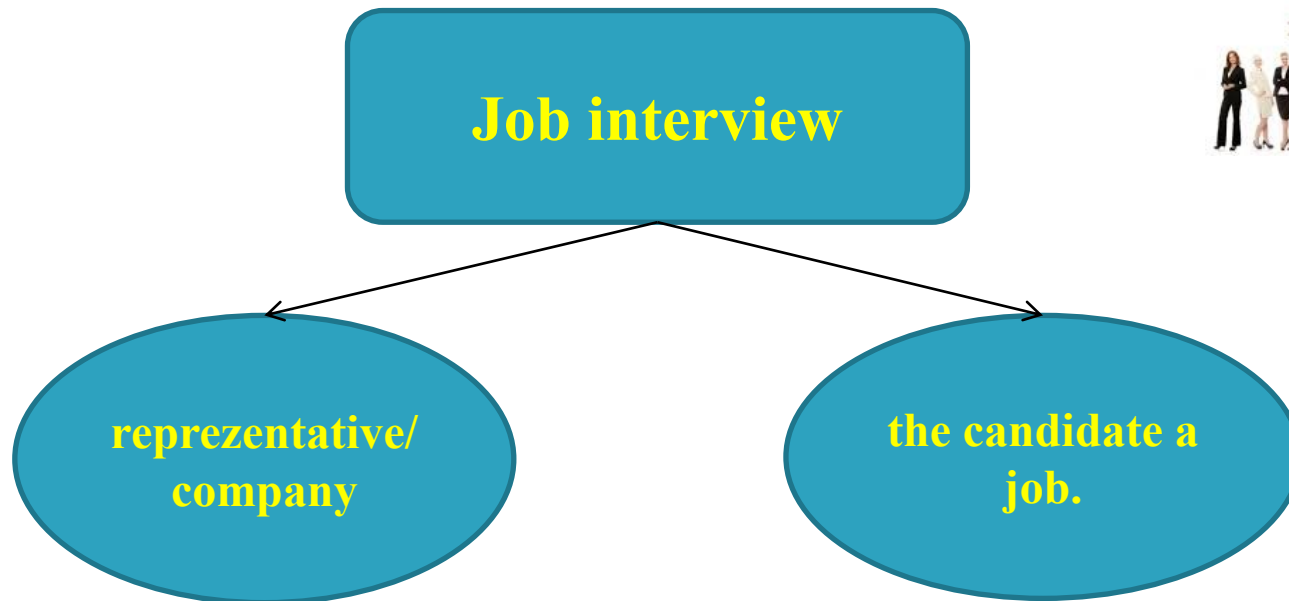


# THE JOB INTERVIEW

# *What is the job interview?*



It represents the second phase of the selection process for employment. The invitations to the interview reveals that the documents submitted (CV, letter of intent) were well written, efficient and discussion with potential employers can play a key role in obtaining an employment.

# *Preparation of the interview*

- ▶ The interview preparation requires special attention because it is an unique opportunity for the candidate to present himself to the employer in detail and in the best way possible. Why is it necessary to prepare for the interview? To allow the candidate to successful answer all questions and to reduce the stress and uncertainty that may occur before the interview.



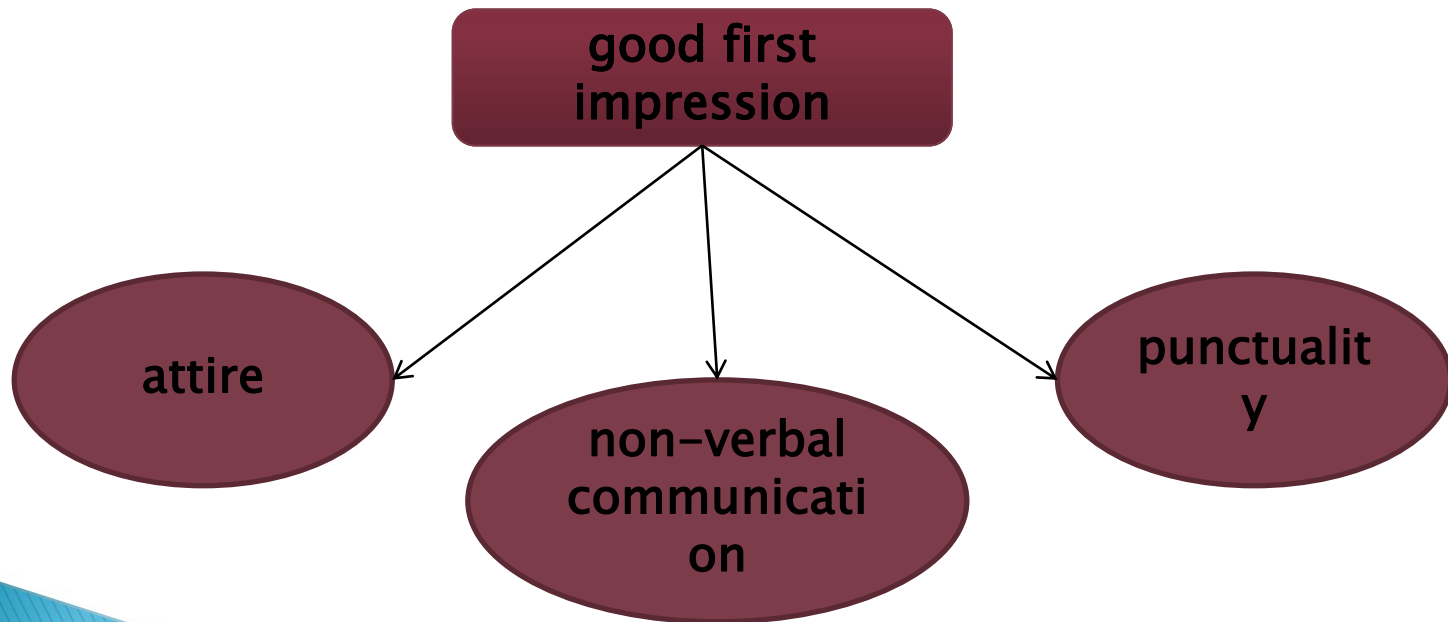
# File of the interview

- ▶ CV in Europass format printing
- ▶ At least one letter of recommendation
- ▶ Materials to support your presentation



# Presentation at interview

- ▶ Personal presentation is very important because most people who do interviews will draw conclusions about you in the first minutes of the meeting and there will be not a second chance to produce a good first impression.



# *Interview*

## ▶ PERSONAL INTERVIEW, FACE TO FACE

The candidate is received by a responsible recruitment consultant or a boss in a company recruitment. This type of interview is the most used, it is considered as a classic interview and generally it lasts one hour.



## ▶ Successive interviews

Being considered a marathon, you may encounter one day with all the people involved in the recruitment process. It's the classic case when you have three interviews with human resources officer with direct supervisor and company director. This type of interview is encountered especially in large companies.



## ▶ Interview in front of a group of interlocutors

It is used in the recruitment process for a swift election or in the second stage of the interview for to know your supervisor and his boss directly (e.g. head of product and marketing manager) or the whole team.





## ▶ The group interview

This type of job interview is practice increasingly less, but the focus is on him especially when recruiting graduates for commercial stations.

The most important tip to be able to hover over a job interview is to know to adjust according to interlocutor.



# The structure of an interview

**1. Introduction**: it establishes eye contact with the interviewer, it adopts a warm smile and adopted a relaxed position.

**2. Questions**: the employer usually start the discussion

**3. Central questions**: targeting skills and knowledge asked by the post.

- You can discuss specific cases
- It presents a situation and asks you to examine possible implication
- It addresses questions situational
- Question from speciality area
- Questions about the firm
- General questions



# Common mistakes in a job interview

- ▶ You are late



- ▶ You are wearing inappropriate



- ▶ You are cranky



- ▶ No smoking, no gum, no drinks
  - ▶ Research failed (not enough documentation)
  - ▶ You lose yourself
  - ▶ You speak too much
  - ▶ Fail to form a bond between you and the target job
  - ▶ Not asking questions – or ask too many
  - ▶ Speak ill of someone
  - ▶ Questions of salary and / or benefits too soon
  - ▶ Ask no job
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