



# Interview Skills

BSc admission



# Agenda:

- The interview: before, during, and after
- Preparing yourself: body language, dress code, what to bring
- Dealing with tough questions

# Before you go, 4 things to know:

- **Know yourself:** Examine your application from your interviewer's point of view. What might need clarification?
- **Know the BSc programme:** Show that you understand what is needed to succeed in SSE Riga's BSc in Business and Economics.
- **Know SSE Riga:** Find out as much as you can – including courses, student life (Peak Time, Debate society, JeJoe etc.), projects (BICEPS etc.), faculty .
- **Know the details:** Time, date, location, documents to take with you.

# The day has come...

## Their questions:

- **Can you become a good student of SSE Riga?**  
(Skills, qualifications, knowledge, experience)
- **Will you do make a good student of SSE Riga?**  
(Motivation, enthusiasm, dedication, drive)
- **Will you fit in?** (teamwork, tension, personality)

## Your questions:

- Ask questions that will further your understanding of how you can do all of the above. Show you are thinking, curious, genuinely interested.

## After the Interview

- Evaluate your performance. Are you satisfied? Consider areas of improvement.
- Send a thank you letter for their time. Send a separate letter to each person you met with. Include any additional information on a point you discussed to make letter personal. Check details – spelling of names and titles (*\*\*\* I hope to find out who is going to conduct interviews in Kyiv=*).
- Follow up in a timely manner, as agreed in the interview.

# Preparation

- Body language
- Clothing
- What to bring and what to leave behind

# What language is your body speaking?

- 'Open' vs. 'Closed'
- What are you afraid of? (nervous gestures)
- I am not your best friend, and this is not your living room. Don't be too relaxed!
- How is your handshake? And look me in the eyes, please.

# Interview Fashion 101

## Do:

- Wear a suit
- Polish your shoes
- Check your hair
- Arrive with groomed fingernails
- Lean towards conservative
- Turn off your phone

## Don't:

- Have anything in your mouth
- Wear heavy fragrance
- Carry more than one small professional bag
- Wear overly loud colors or jewelry



# Fashion 101: Part II

## Ladies:

- Avoid excessively feminine dress. (heels, stockings, accessories)
- Wear a suit (can be a dress/skirt – but wear a jacket)

## Gentlemen:

- Arrive in a clean and pressed suit and tie
- Pay careful attention to details ( buttons, stains, wrinkles)

# Bring/Leave at home:

## Bring:

- All application materials
- All documents required (originals)

## Leave:

- Anything not related to the interview
- Leave your phone, or TURN IT OFF

# Dealing with tough questions

- General strategies
- Advice for specific questions
- What to do if you make a mistake

# General Strategies:

- Take a quiet, deep breath
- Recognize that handling stress is part of proving yourself
- Restate the question
- Ask if you can come back to the question after you have had a moment to think
- Remember that a good, thoughtful answer – not a fast answer – is the goal.
- If you feel you haven't understand the question (possibly due to the language issue), ask to repeat it (e.g. I am sorry, would you be so kind as to repeat your question ? I am not sure I got the main idea. )

# Some questions they asked me last year...

- Why Business and Economics?
- Why do you want to go abroad for studies rather than stay in Ukraine?
- Your interests?
- Do you think your parents could pay for your studies or you only consider the possibility to get the grant?
- Can you provide an example of your great achievement so far?
- Do you have any questions to us?
- How would your friends describe you?

# The Tough Question – Money!

- Be prepared for the question about tuition fee!!! – Do you think your parents can afford it (6000 EUR)?
- Connect your answer to the Swedish government grant
- Don't say "I'd like to study at SSE Riga – just because Sweds gonna pay for me"
- Rather..." I greatly appreciate the opportunity to compete for a full scholarship offered by the Swedish government"

# Did you make a mistake?

- If it was obvious (calling someone by the wrong name, going to the wrong room for the interview) acknowledge it, apologize briefly, and move on. Don't let it frazzle you!
- If you said something you shouldn't have, ask for the opportunity to clarify.
- Remember that the "interviewer" may not notice your discomfort - important to remain calm and professional about your mistake.

# Attitude is Everything

Be:

Positive

Professional

Pleasant

Sincere

Interesting

Curious



# The Magnificent YOU!

- Remember, you are there to show your MOTIVATION, MOTIVATION, MOTIVATION
- Make them want you
- It's your moment to shine
- Be a shining star!



# The presentation is based on the materials from Career Development course at SSE Riga

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