


Job interview



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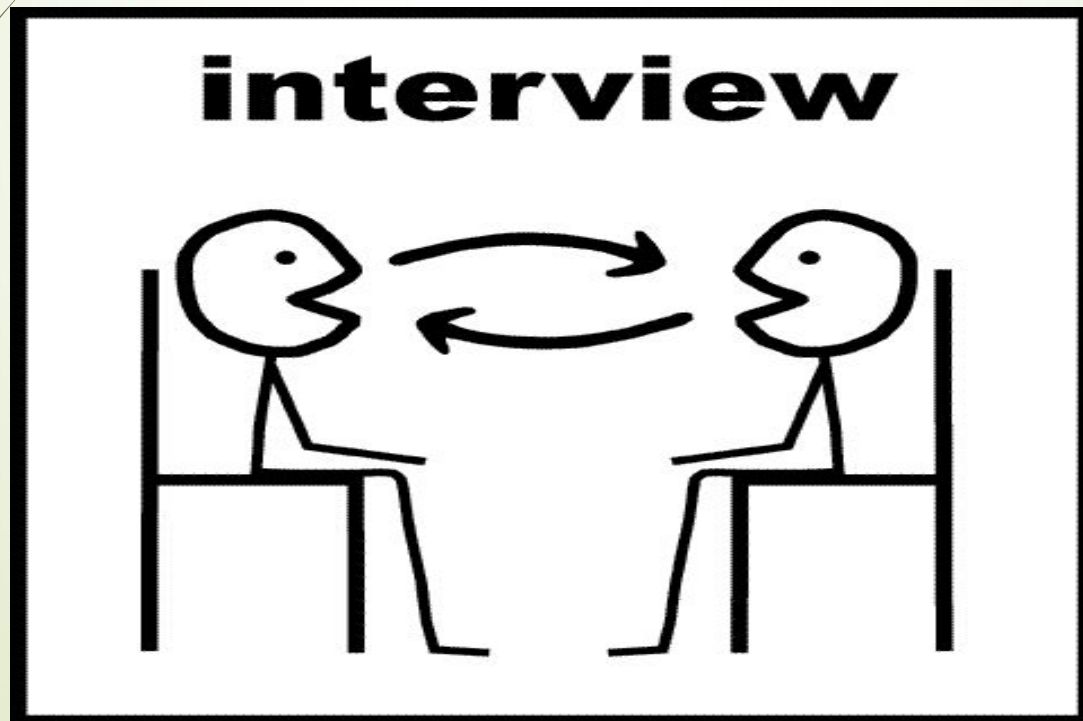


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Anatomy of an interview

□ The interview is a conversation between two people, an interviewer and interviewee



Structure of a job interview

- Introduction (2 min.)
- Interviewer questions (15-18 min.)
- Candidate questions (5-8 min.)
- Closing

Question Session

□ Common questions

- ✓ What are your interests outside of work?
- ✓ Tell Me About Yourself.
- ✓ Why do you want to work here?

Personal/ professional questions

- ✓ How would you describe your personality?
- ✓ What were the three most important events or decisions in your life?
- ✓ What decisions have you most regretted? Why?



□ **Educational questions**

Why did you choose your field of study?

□ **Company / industry questions**

Why are you interested in our company ?

□ **Probing questions**

- ✓ What is more important for you, the money or the job? Why?
- ✓ We have a lot of applicants for this job, why should we appoint you?



Suggested questions for an interviewee to ask

- ✓ What are the duties and responsibilities of this position?
- ✓ Which product will I deal with?
- ✓ To whom will I report?



Tips for a successful job interview

- Discover as much as you can about the interview;
- Keep calm before and during the interview;
- Write an effective CV;
- Dress the part;
- Find out the company is like before you apply for the job;

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- Think positively and confidently about yourself;
 - Be aware of your body language;
 - Keep a balance of power throughout the interview.



Thank for your attention !

