

# GETTING READY FOR A JOB INTERVIEW



Take the time to prepare for a job  
interview

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# MAKE A GOOD IMPRESSION

## NON-VERBAL BEHAVIOUR:

- Don't act nervous or stressed out;
- Dress accordingly;
- Give a firm handshake;
- Observe how the interviewer acts;
- Do not chew gum;
- Sit down straight and comfortably;
- Avoid nervous hand gestures and other tics;
- Present an air of confidence at all times.

## VERBAL BEHAVIOUR:

- Address the interviewer by his or her name;
- Be ready to answer tricky questions (e.g.: Tell me more about yourself, describe your best friend);
- Let the interviewer take the lead of the interview;
- Express yourself clearly by avoiding answers that are too long or too vague, and avoid slang and overly-familiar language;
- Never criticize your former employer or workplace;
- Give examples of how you've improved your weak points;
- Adopt an attitude which demonstrates your interest for the position;
- Thank the interviewer.

## PRACTICAL ADVICE:

- Prepare mentally;
- Make sure you know how to get to where the interview takes place;
- Be attentive to the information supplied to you;
- Remember the names of everyone present at your interview;
- Make eye-contact;
- Be yourself;
- Support what you say with concrete examples;
- Take time to think before answering the question;
- Be dynamic and enthusiastic;
- If you are not certain of the meaning of a question, ask the employer for clarification;
- After the interview, send a thank-you letter.



# PREPARING FOR AN INTERVIEW

## **AIM:**

An interview allows you to present yourself to an employer. You must take advantage of the chance to prove to an employer that you are the person he's been looking for. You have to speak in terms of training, work experiences, acquired knowledge and core qualities.

## **BEFORE THE INTERVIEW:**

- Take good note of the interview's date, time and location;
- Find out the name and company position of the interviewer;
- Gather information on the company: services, philosophy, years of existence, company management, number of employees, etc.

## **WHERE TO GET INFORMATION:**

- Contact someone you know in the company;
- Ask the secretary for pamphlets;
- Consult newspapers, the Internet, company directories, your local centre of employment, the chamber of commerce, etc.

## **KNOW YOURSELF:**

- Assess your skills, assets, and weak points;
- Know your résumé by heart;
- If the employer asks you for an example of something you could improve, name them briefly and explain how you are overcoming this weakness. Name a flaw which you can transform into a quality in another context, or name a flaw which is not linked to the job;
- Establish links between your training, your qualifications, your working experiences, your realizations and the job you are now applying for.

## **PRESENTING YOURSELF:**

Remember that the first 4 or 5 minutes of the interview are decisive. Make a good first impression.

- Pay particular attention to the clothes you wear;
- Bring a copy of your resume, references, diplomas, etc.;
- Be there at least 10 minutes in advance;
- Present yourself with a smile to the person who welcomes you, as the employer could ask him or her for his impressions.

# COMMON INTERVIEW QUESTIONS

- Tell me about yourself.
- Why would you like to work for us?
- What are your strengths and weaknesses?
- What kind of person would you say you are?
- How do your co-workers see you?
- Why do you think you are the right person for this job?
- What is your career objective?
- What was your greatest achievement (in this position)? What was your biggest failure?
- Can you work under pressure?
- Why did you stay unemployed for such a long time?
- What would be your ideal job?
- Describe a time when your workload was heavy and how you handled it
- What salary are you expecting?
- Tell us about a situation where you needed to show initiative.
- How do you deal with criticism ?
- What do you think of working overtime?
- How would your former employers describe you?
- What are your long-term goals ?
- How do you handle stress and pressure?
- Would you accept temporary, contractual, or shift work ?
- What's the most important thing you learned at your last job?
- What do you know about our company?
- What did you like or dislike about your previous job?
- What do you expect from a supervisor?
- Describe your work style.
- Have you ever had to work under tight deadlines?
- If you know your boss is 100% wrong about something how would you handle it?
- Describe a difficult work situation / project and how you overcame it.
- Do you have any questions for me?