

HOW TO PREPARE YOUR JOB INTERVIEW



Thanks to your efforts, by spontaneous candidature, resume sending, friends circle's relationship or network, active participation to Job Salon, you finally made it, you are contacted for a job interview!

There are different kinds of interviews, each one with its one specificities, tricks and way-out. But could be by phone, in a traditional, behavioral or situational way, you could be asked to prepare and present a case or put in a stressing situation with off-the-wall questions, there are a few tips that you need to follow in any case if you want to touch your interlocutor's heart and get that job. The most important are: get prepared and stay yourself!

TRAIN, TRAIN AND KEEP ON TRAINING!

In front of your mirror, with friends or colleagues that have better experienced job interview, train to optimize your speech speed, articulation and voice pitch. Don't speak too fast, think into what you are saying and modulate your speech rhythm according to what you're saying to be the more convincing possible. Train and:

- *Introduce yourself* - Make a summary of your path until now, education and experiences, with the important events and the transition phases. In most case, the interviewer will let you introduce yourself, so take the chance to present elements he could ask you to develop.
- *Review your education* - Your choices, the cursus and the options you took. Same, insist on the transitions and explain your choices.

- *Show up your working experience* - Start to develop the last you had, and then the other related to the position you apply for.
- *For each experience*, write down too what it brought you, what you have learnt, what it teaches about you and what you would change if you could do it again.

INVESTIGATE

Check everything you can find on newspaper and the Internet about your company:

- The brands it owns and the products it delivers;
- The market situation and trends;
- Its positioning, strengths and weaknesses comparing to the competitors;
- The international and national activity;
- The financial situation;

The easiest way is often to start by visiting the company's website. Most, if not all, companies have one!

The most you will know, the most you could adapt your speech to your interlocutors and show that you show interest and get informed if they ask you questions.

As well, contacting a current or former collaborator of the company will be an excellent way to get specific information regarding the structure and organization, the culture, the ambiance, the missions of each position and get an inside opinion about the company.

DEFINE YOUR EXIGENCIES

Be sure to have the job offer details in mind. If it was a spontaneous candidature, write down your expectations regarding the career path you want to draw and what you are comfortable or not with: salary, flexible timing, inside evolution's opportunities, job security, nice work ambiance, independence or teamwork, relative autonomy or hierarchy, distance from home and international mobility, big or small company... Behind your career, you are deciding the lifestyle you want to have, so choose wisely!

THE CORE INTERVIEWS

After your presentation, the interviewer will ask a wide range of questions to get to know you, your motivations and your skills. You must remain unforgettable by showing you are the best and you deserve it more than anyone else.

When answering the questions, take time to think if you need to, it's not a race. As well, organize what you are saying with this scheme: Idea – argument – examples if it is a Yes/ No question, or remember to balance your affirmation and opinion if it's an open one.

“Whatever you do or say, never lie and be true to yourself!”

If you feel like the questions are getting too personal and are not work-related, you are in right to decline politely the questions. If the employer is testing you and putting you out of your comfort zone to see how you react, stay natural and faithful to yourself. Don't try to answer what you think he wants to hear, he is here to get to know you and that kind of attitude generally don't pay.

You can find a list of basic questions to prepare:

- How would you describe yourself?
- What specific goals, including those related to your occupation, have you established for your life?
- What influenced you to choose this career?
- What specific goals have you established for your career?
- How do you determine or evaluate success? Give me an example of one of your successful accomplishments.
- What do you expect to be doing in five/ten/twenty/etc. years?
- How would you evaluate your ability to deal with conflict?
- Tell me about a major problem you recently handled. Were you successful in resolving it?
- What quality or attribute do you feel will most contribute to your career success?
- What personal weakness has caused you the greatest difficulty in school or on the job?
- What are excepting from this job and why did you choose it?
- What criteria are you using to choose companies to interview with?
- If you were hiring for this position, what qualities would you look for?
- What have you accomplished that shows your initiative and willingness to work?
- Why you and not someone else? What do you that makes you unique?