

HOW TO BE PREPARED FOR A JOB INTERVIEW

Modern interviews are more scientific and performed by highly specialized persons and organizations. These specialists are expert who through your CV (and the accompanying letter), capable to analyse your personal history, your motivations and expectations and find out if they are congruous with the characteristics demanded by the company.

It should be remembered that if the interview is performed by an Employment or Specialised Agency and Head Hunters, do not ask for the name of the organisation advertising the job.

Recruitment technology is getting more sophisticated. With a databank of e-mail CVs, recruitment firms can use integrated software to provide candidates with personalized service by e-mail. Some are already using videos to get the messages over TV Job Shops.

New on-line recruitment techniques allow employers to know more about candidates before an interview take place.

The purposes of the interview

The interview offers the opportunity to build an early relationship with a prospective employer.

The interviewer should assess your real skills, your commitment and eagerness to learn and be keen to progress for your benefit and that of the organization: whether your values are compatible with those of the company, whether you would work well with those of the company, whether you work well with other team members, enjoy the workplace environment and, most important, you have a long-term future with the company.

Because the first impression a candidate makes will carry through the entire interview, it is important to create a positive image. Physical appearance, manners, vocabulary, attitude and verbal communication, all contribute to the impression you make.

Preparation for an interview

The following are some basic suggestions that have been successful provide you take time to prepare yourself accordingly. This preparation (homework) will give you selfconfidence and generate a positive, successful interview with better chances of a job offer.

- 1 - Start immediately after you have been invited to attend an interview;
- 2- Read your application carefully and try to remember what you wrote on it;
- 3- Read the advertised job several times and be prepared to answer any reasonable question you may expect, better with the help of someone else (e.g. Why did you apply for this job? or Why do you think you would like to work here?);
- 4- Review the job requirements and try to match them with your own abilities;
- 5- Get information about the company;

- 6- Try to imagine well in advance the reasons why this company is offering you an interview, better with some assistance from family members or friends;
- 7- Write down all your positive facts, experience, dates, with particular reference to the requested characteristics;
- 8- Dress up according to the position offered, but in any case be sure you look neat, tidy and well groomed and never overdress;
- 9 - Be punctual. If the interview is held in a place not too familiar, be early in the area;
- 10 - Be sure you know the name and position of the person you are going to see;
- 11 - Be natural and let your personality shine through;
- 12- Do not appear overconfident, neither too arrogant nor too modest;
- 13- If you are a smoker, do not smoke at any time, even if explicitly permitted;
- 14- Do not chew gum or eat sweets and do not gesticulate;
- 15- Avoid shuffling your feet or drumming your fingers on the desk;
- 16- After you reply to a question, look the interviewer straight in the eyes;
- 17- Do not talk first and answer questions without interrupting, arguing or expressing your view unless specifically requested. Nevertheless take any opportunity to put forward your own case;
- 18- Say only true facts;
- 19- During the interview, when appropriate, ask questions about the job, prospects and career.

