

# PREPARING FOR THE INTERVIEW



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## 1. Conduct research on the company and the position they offer:

- Carefully read the job posting, which will usually tell you something about the employer's interests.
- The knowledge you have about a potential employer's business, its size, products, services, or a recent news event, always impresses the interviewer and gives you confidence.
- Check current articles about the company in newspapers and magazines.
- Make a list with questions about the company and the position. This is a way, of showing your interest and initiative.
- Don't ask questions about benefits or salary during the first interview.

## 2. Prepare for the interview questions:

- Practice interview responses with your friends or relatives, but do not try to memorize them. To have a successful interview, it is essential to act naturally.
- Prepare yourself, since you will be the one who is speaking most of the time. The interviewer will want to see if you know how to express yourself effectively, and how informed you are about the company / industry.
- If you have taken the time to think about how you could generate value, you will be able to answer the questions without problems, while proposing relevant examples directed to your specific needs.

## 3. Alert your references:

- Let your references know ahead of time that you are going to an interview. Tell them about the company and the position you are applying for.

## 4. Practice the presentation:

- Many times, the decision to hire is made in the first 30 seconds. Makes a good first impression. You should arrive a couple of minutes early, check your appearance and be pleasant at the reception.

## 5. Act correctly during the interview:

- Knowing how to listen and having confidence are key aspects for a successful interview. Employers want to see you enthusiastic and informed about the company. It is also an opportunity for you to evaluate the company. Do you want to work there? Can you contribute, learn new skills, or can you advance? Will doors open to you with this position?

6. Make a good entrance:

- A smile, being confident, friendly, and enthusiastic can contribute positively to generate a good first impression of you.

7. Body language:

- Your body language can express more about your personality than you what say. Take an upright posture. Nothing worse than walking hunched over, as it reflects laziness, indecision, and lack of professionalism. Avoid all kinds of nervous movements with your hands or feet. Smile. Employers always prefer a cheerful and enthusiastic candidate over an apparently hostile or stressed person. However, try not to overdo it. Fake smiles and forced humor are also not recommended.

8. Take notes and listen carefully:

- Take your time. Accurate and logical responses that encompass relevant facts are more effective than responses that are too long.
- Make sure you have heard the question well and that you have understood. It is okay to ask for clarification. Answer what is asked.

9. How to end the interview:

- Ask some of the questions you previously prepared.
- The last question could be the one about the probable date on which they will decide.
- Once again, express your interest in working with them.

## Recommendations for a Successful Interview

- Dress appropriately.
- Introduce yourself, do not wait for someone else to take the first step.
  - Greet your interviewer with confidence and professionalism.
    - Show your energy and enthusiasm for the position.
      - Listen carefully to the interviewer.
        - Maintain good eye contact.
          - Answer the questions carefully and honestly.
- When necessary, take your time to think about the answer.