



How to prepare for a job interview



The interview: What is it?

- It is the most traditional and used personnel selection's method.
- It is a structured conversation between two parts: the applicant and the organisation. There is a two-way flow of information.
- Its aim is to assess the suitability of the applicant to a particular job and organisation.



Types of interview (I)

According to the type of questions:

- **Behavioral Interview**

Questions are based on past experiences of the applicant, as a base to predict his/her future behavior.

- **Stress Interview**

Questions try to put the applicant under pressure to test his/her reaction.

- **Situational Interview**

Questions present hypothetical situations or problems.



Types of interview (II)

According to the number of interviewers:

- **One interviewer**

More adequate to put the applicant at ease. But risk of subjectivity.

- **A panel of interviewers**

Different opinions reduce subjectivity. But difficult to organise.



Types of interview (III)

According to the number of interviewers:

- **Structured**

Same questions in the same order.

- **Unstructured**

Informal, questions are decided as it goes along.

- **Semi-structured**

The interviewer has a guideline, but is used flexibly in order to adapt to each interviewee.



Guide for the interviewer: Before....

- To study the job description and desired profile. Who are we wanting?
- To analyse the CV. What do we know about the applicant and what do we want to know?
- Based on the former, to prepare the structure and the questions.
- Where? To arrange the setting.
- When? To arrange our schedule.
- Who? When there are more than one interviewer, to organise roles and distribute questions.



Guide for the interviewer: During....

- Be on time.
- The importance of the welcome. Create a relaxed and charmy atmosphere.
- Introduce yourself, the company and the job vacancy.
- Explain the outline for the interview.
- Avoid discriminating questions.
- Ask the appropriate questions...those that give you new and important information. Ask for examples.
- Explore the motivation of the applicant.
- Be ordered.



Guide for the interviewer: During....

- Eyes contact.
- Active listening (2 to 1).
- Take notes.
- Observe.
- Leave room to the applicant to make questions.
- Clarify the next steps, when and how the applicant will be responded.
- Negotiate salary and labour conditions.



Guide for the interviewer: After....

- Analyse the applicant's responses immediately after the interview.
- Include notes.
- Inform the applicant about the selection decision.
- Check references.
- Prepare the labour contract.



Guide for the interviewee (I)

The interview as a stressor....relax!

WHAT ARE THE INTERVIEWERS LOOKING FOR?

- Preparation....get informed about the company and the job.
- Look confident and mature.
- Show interest in the job and the company (first, be sure on what you want)
- Be positive and enthusiastic.
- Be good at communicating.
- Look your best!



Guide for the interviewee (II)

THE MOST COMMON MISTAKES

- Careless looking.
- Lack of emotional control.
- Being negative.
- Lack of motivation or interest for the job or the organisation.
- Defensive attitudes.
- Communication difficulties.
- Lack of visual contact.
- Lack of clear professional aims.
- Too much interest in the salary or being too ambitious.
- Reluctance to travel.



Guide for the interviewee (III)

WHAT TO DO....BEFORE THE INTERVIEW

- Know in depth your CV.
- Make a list of your strengths and weaknesses.
- Get informed about the company and the job.
- Bring with yourself the CV and all the supporting documents.
- Make a phone call to confirm your attendance.
- Be on time!
- Prepare your appearance.



Guide for the interviewee (IV)

WHAT TO DO....DURING THE INTERVIEW

- First impressions count!!
- The importance of visual contact, firm handshake and...the smile.
- Sit just if being said so.
- Adequate interpersonal distance.
- Avoid exaggerated gestures.





Guide for the interviewee (V)

WHAT TO DO....DURING THE INTERVIEW

- Answer all the questions...maybe with an “I don’t know”.
- Don’t answer with a simple “yes” or “no”.
- Don’t criticise your former job or company.
- Be careful with questions on morality and ethics.



Guide for the interviewee (VI)

WHAT TO DO....TO FINISH

- Ask everything you want to know about the company or the job...show interest.
- Let the interviewer know that you are an adequate person for this job.
- Ask what are the next steps and when are you going to know the decision.

WHAT TO DO....AFTER THE INTERVIEW

- Reflect on the interview.
- Take notes of the most difficult questions and try to think a good answer for them.
- And...relax!!