


Job interview preparation guide

Before the interview

- Check out the company background from internet. (history, staff, customers, products, projects, location, benefits, annual report, future plans...)
- Make a list of the questions you want to ask in the interview.
- Check out your CV/Portfolio (update them if needed)
- Check the way to the meeting (parking, transport...)
- Online interview: Check out your connection, lightning, audio. Find a peaceful place for the interview.

The interview (basic facts)

- Don't be late !
- Casual look is always ok.
- Check out your documents (CV, resumes, certifications from previous jobs...)
- Breath-Relax-Listen-Be consistent with the answers
- Remember 
- Sometimes there can be several interviewers.



Most common questions

- Tell me something about yourself.

FOCUS ON YOUR CAREER-NOT YOUR PERSONAL LIFE, KEEP IT SHORT !

- Why are you interested in our company?
- Why we should we hire you?
- What is your working experience?
- What kind of competence you have for this job?
- What areas could you still develop?
- What are your strenghts?
- What are your weaknesses?
- What kind of team player are you?
- How do you deal with stress?
- Where do you think you are after 5 years?
- Do you have any questions for us?

Remember!

- First impression is important!
- Relax!
- Breathe!
- You can always ask if you don't understand the question!
- Show your motivation!
- Use your personality! Be yourself!
- Practise the interview situation before.