

# Prepare for an interview

## 01 When you receive a call

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**While speaking on the telephone**, smile and look enthusiastic.

**If you do not remember which employer is calling** – do not get lost, be honest! For example: "I am sorry, I have sent several CVs this month; could you remind me which position/company you are calling about?"

**Write down** the date and time of your scheduled interview, the name and telephone number of the person who called.

**Inquire** if you should bring additional documents to the interview (CV, diploma, recommendations, etc.).

Before you say goodbye, **thank for the call and repeat the details of the meeting**. For example: "Thank you for the call and I will see you on Tuesday at 12 at your office."

## 02 Before the interview

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**Find out about the company and its activities.**

**Get ready for 2 types of questions:** the ones that a company's representative can ask you and the ones you would like to ask them.

**Take part in the simulation of an interview.**

**Frequently asked questions of the employers:**

- Tell about yourself.
- What are your strengths / good qualities?
- What are your weaknesses / disadvantages?
- What do you want this job?
- Write why you are particularly suitable for this position?
- What do you know about our company and its activities?
- What do you do in your free time?
- What salary do you expect to get?

**At the evening before the interview consider:**

- The route to the company. Plan your time to arrive at your destination 10-15 minutes before the interview.
  - Your clothes. Prepare an orderly outfit; choose your clothes according to the position you apply for.
- If you see that you could be late or unable to arrive for the interview, call in advance and ask if you could come at another time. Specify real and important reasons for that. Remember, being late can cause your failure.

**Important!**

Find out about the average salary in the position you apply for or calculate your living expenses.

## 03 During the interview

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When you come to the company, **freely communicate with everyone**. Everyone you meet makes an opinion about you and they can tell it to the company's leader.

**Turn your telephone's sound off** and have your identity document, a copy of your CV, a notebook and a pen, napkins, a description of the job position and a prepared list of your questions.

**Listen carefully to the questions you are asked.** If needed, bravely ask to clarify. It is better to clarify the question than to give a wrong answer.

**It is not recommended to ask about the salary during the first meeting.** However, if the company's representative asks you what salary you expect, provide a prepared answer.

**You may be asked some provoking questions, for example**, why have you left your previous job? what do you think of the company's competitors? Be ready for these questions. Do not reprehend others, do not use negative descriptions.

**When saying good-bye**, ask when you can expect a call.