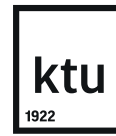


Get ready for a job interview:



wanted

1 When you get a call

Be enthusiastic and smile while talking on the telephone.

If you don't remember which company is calling, don't lie – be honest! Say, for example, "I'm sorry, I've sent my CV to a couple of companies, could you remind me which company you represent?"

2 Before the interview

Do some research about the company.

Prepare for two kinds of questions: the ones that the employer may ask you and the ones that you want to ask them. Simulate a real job interview with your friends or career officer. It is useful, because they can ask some questions you haven't considered.

The most frequent questions asked by the employers:

- Tell me about yourself.
- What are your strengths/best qualities?
- What are your weaknesses/bad habits?
- Why do you want this job?
- Why are you the best candidate for this position?
- What do you know about the company?
- What do you do during your spare time?
- What salary do you expect?

IMPORTANT! Important! Do some research about an average salary for the position you are applying for or calculate your expenses.

The evening before the interview think about:

- Transportation to the company. Make sure to get there 5–10 mins earlier.
- What are you going to wear? Have your outfit nice, clean and chosen properly according to the position you want to get.

If you see that you are going to be late or not able to come at all, call in advance and ask if you could come another time. Explain the situation and have serious reasons for doing so. Remember that being late can be considered a very irresponsible and careless act.

Write down the date, time of the arranged interview and contact details of the person who called you.

Find out whether you have to bring any extra documents to the interview (CV, diploma, recommendations, etc.).

At the end of the conversation **make sure to thank for the call and repeat the details of the meeting.** For example: "Thank you for the call and see you on Tuesday, 12 o'clock at your office."

3 During the conversation

Communicate freely with everyone when you get to the company. Every person you meet forms an opinion about you and can later tell it to the director.

Mute your telephone and make sure to have your ID, copy of your CV, notebook and pen, some tissues, job position description, and a list of prepared questions.

Listen carefully to the questions you are asked. If necessary, ask to repeat the question. It is better to ask to repeat than to answer incorrectly.

It is not recommended to ask about the salary during the first interview. But if the recruiter asks about your expectations, have a prepared answer.

You can get some provocative questions (e.g. why you left your previous job or what you think of our company's competitors). Be ready. Do not say anything bad, do not use negative descriptions.

When saying goodbye **make sure to ask** when you can expect their call.