Preparation for & Typical Questions in Job Interviews

1. PREPARATION FOR THE JOB INTERVIEW

In order to prepare him-/herself ideally for a job interview the applicant should try to take on the employer’s point of view. In a job interview three aspects of an applicant will be checked:

Attitude

- **Personality**
  - sympathetic & trustworthy
  - flexible & able to work in a team
  - compatible with the company

- **Motivation**
  - commitment & enthusiasm for the desired position
  - capable of learning, willing to work
  - identification with the task/job

- **Competence:**
  - professional competence for the upcoming tasks

Enquiries about the Company

- **Type of Company**
  - large, medium-sized or small company
  - private or public sector
  - start-up

- **Information about the Company**
  - head office, sector/field, product range, sales/profit
  - management, development opportunities
  - history of the company, shareholding
  - (inter-)national market position

Preparation of one’s Appearance

- **Sales Pitch**
  - essential professional and characteristic features

- **Arrival**
  - allow for enough time, get in the mood for the location and the meeting, arrive the day before if necessary

- **Clothing**
  - How are typical representatives of the sector dressed?
  - in general: simply, conservatively elegant, altogether a cultivated appearance
2. PHASES OF THE JOB INTERVIEW

Very often applicants are faced with the following structure in a job interview:

1. Welcome and introduction of the interview
2. company presentation
3. reasons for the application
4. education and professional career
5. personal, family and social background, health
6. professional competence and suitability
7. working conditions
8. applicant’s questions
9. conclusion of the interview, saying goodbye

3. COMMUNICATION SKILLS

IMPORTANT IN THE COURSE OF THE JOB INTERVIEW:

- good preparation
- Listen attentively.
- Recognize the question’s intention.
- Take your time for answering, enquire if necessary.
- Consider the goal you want to achieve with your answer.
- What are your advantages? What are possible arguments against you?
- Which „proof“ can you provide for advantages and objections respectively?
- How do you handle objections?

A GOOD DEBATE WITH THE FIVE-POINTS PLAN

- Clearly define your position: “I am convinced to be the appropriate applicant for you”
- Present your arguments: “I am suitable for this position because I possess the following knowledge/abilities/experience/…”
- Prove your arguments: “I successfully completed an internship at xy with the emphasis on…”
- Be prepared for possible objections: “You might think/object that… but I can assure you…”
- Draw a conclusion: “I am confident to master/fulfil the task due to the following reasons…”
4. TYPICAL QUESTIONS IN A JOB INTERVIEW

Very often you will be asked the following questions or variants of these during a job interview:

1. Talk about yourself. What should we know about you?
2. Why are you applying for this position?
3. Why are you the right applicant for us?
4. What do you expect from us / the job?
5. What do you want to have achieved in 3/5/10 years from now?
6. What are your strengths and weaknesses?
7. What are your professional specialities/priorities?
8. Describe your education / professional career!
9. What are you doing in your free time?
10. Which questions would you like to ask?