



Prepare For A Job Interview

It's highly recommended that you prepare for your job interview, especially with it being in a different language. Here are a few recommended activities to help you on your way.

1) Research your answers

We've already provided a list of the top interview questions in English and there are numerous careers and Human Resources websites that provide endless lists of job interview questions. Write out these questions and thoroughly prepare your answers. Think of numerous examples to respond to your questions, fact check your examples with colleagues and your previous employers.

Once you've prepared your answers on paper, start to reduce them to bullet points so you know what key points you want to get across to the interviewer. Now, you can have a mock interview with yourself. Write the interview questions on flashcards, select one at random and ask yourself this question. Alternatively, you could hire a career coach, talk to your current HR or careers department or even ask a colleague to help you out.

Having said this, you don't want to over-prepare, otherwise your answers may sound a bit recited and we don't want that to happen!

2) Analyse the job description

Read through the expectations of the job, the responsibilities and the profile and go through it with a fine tooth comb. Highlight the keywords that pop up more than once, review the skills that they're looking for then think of your own employment examples that match what they're asking for. Tailor your profile to what they're

looking for. Remember, you don't always need to use employment examples, you could easily demonstrate a desired skill through a hobby or volunteering.

3) Write a list of what you want

Think to yourself “what do I want the employer to remember about me after the interview?” Is it a specific skill, qualification or experience? Think about what impression you want to leave and how you can do this. If you want the interviewer to be sure you have strong time management skills, think of numerous examples to demonstrate this and ensure they all pop up in the interview, even when answering questions not related to time management.

4) Research the company

We've already written this a few times in our job interviews course but it's essential that you learn everything there is to know about the company. Most importantly, the mission, vision and values. If you know somebody who works there, take advantage and ask them a bit about what the expectations are. Read articles about the company online, sign up to their newsletters to find out who they are and what they're working on.

5) Write your questions

At the end of most interviews, you'll be asked if you have any questions and it's highly recommended to ask some. Following up on your research of the company, write down this list so you're not under pressure during the interview. You could even write these in your notebook to take to the interview.

6) Prepare for the big day

Write to the interviewer in advance to find out all the information about your interview day. Ask about the dress code, the length of the interview, the name of the person holding it, check you have the correct location, ask about parking or closest train/bus stations. As well as looking organised for the day, you're mind will be more at ease knowing how everything will play out.