



## Interview Training

The employer consider you as a qualified and relevant candidate for their open position if they invite you to an interview. The interview is both an opportunity for the employer to get to know you and for you to explore if you think you will enjoy working for the company.

You should be well prepared before your interview. Re-read the listing thoroughly and consider what you want to convey about yourself to the potential employer.

First, you can look through the questions in the first part of this document to help you think about how you want to present yourself, and pick up some practical tips that could help you during the interview process. Then, practice the questions in the second part to prepare for some common questions in an interview.

- a. Competence: Describe your professional background that is especially relevant to this position

*Tip: Expertise from your studies. If this is hard for you to express, you could get some inspiration from the learning outcomes section on your study programme's website*

- b. Competence: Describe any transferable skills you possess that are relevant to the position

*Tip: What have you learned besides your field of expertise that could be important in this job? I.e. cooperation skills, communication skills, analytical capabilities.*

- c. Competence: Employers are not hiring a specific study programme or type of work experience, but a whole person. How do you want to display your personal qualities? What kind of person are you?

*Tip: Do you have any specific examples (from work/studies/leisure activities) that describe your personal qualities well? For an example, abilities to motivate, how you work under pressure, how you prioritise tasks, what role you take on in a teamwork setting, leadership qualities, taking initiative, attention to details or seeing the bigger picture, etc.*

d. What do you know about the company?

*Tip: Find information about the company through the job announcement and their website.*

e. Do you know anyone that works in a similar position or in the same company?

*Tip: Talk to them to gain a better insight into what the job entails and how you can use your competence in the position.*

f. What references do you have?

*Tip: You need the name, phone number and e-mail address for your reference. Employers may call your references after talking to you so make sure you have them ready before the interview. Preferably, you should prepare 2-3 references that will say good things about you, and make sure to ask them if they can be your reference before listing them. Let your references know what job you have applied for so they are prepared and can highlight your most relevant qualities for that particular position. It is common to use a former job manager as a reference, but it is also possible to ask a thesis supervisor, colleagues, teachers or others that could tell the employer something about you that is relevant to the position.*

g. How will you make a good first impression?

*Tip: Dress according to the norm of the place of employment. Firm handshake, eye contact, smile, speak clearly, show engagement, straighten your back, and accept offers of coffee or water.*

h. Salary: We do not recommend asking about the salary in an interview, but you should be prepared to answer if they ask what your expectations are. Salary negotiations can take place later in the process.

*Tip: You might expect an entry-level salary for the industry of question.*

## Some Common Interview Questions

Find a relevant job listing and answer these questions. It might be useful to discuss your answers with others. You will find additional interview questions online.

1. "Tell us a little bit about yourself"

*Tip: This is a common question. How will you briefly describe yourself? What specific examples can you provide that confirm what you are saying about your competence or describes you as an employee. Think about what you want to convey and what you do not.*

2. What do you know about us as a company?

3. What made you want to apply for this position?

*Tip: Why do you want to work for this particular company? What about the position motivates you and why?*

4. How can you contribute to us in this position?

*Tip: What experiences from previous jobs and/or studies could be relevant for this job? Try to provide specific examples.*

5. In what ways do you think your studies have prepared you for working life?

6. Tell us about a project in which you achieved good results.

7. What role do you take on when working in a team?

*Tip: Provide a specific example from a previous experience.*

8. What tasks related to the position are you most interested in? Which tasks are more challenging?

9. What are your strengths?

*Tip: Describe a situation in which you used one or more of your strengths.*

10. What are your areas of improvement?

*Tip: Show the employer that you are self-aware.*

11. How do you handle high pressure or stressful situations?

*Tip: Do you have a specific example of a time when you handled stress in a good way?*

12. How would others describe you?

*Tip: Consider what person(s) you would choose as an example. A former manager, colleagues or friends?*

13. What are your goals for the future?

14. What does good management mean to you?

15. Why should we choose you?

*Tip: It is not always easy to 'sell yourself.' However, you could get his type of question and it is beneficial to practice how you will describe your competence, your positive characteristics, and why you are motivated to contribute to the business. What would you highlight if you had 2 minutes to present yourself?*

Good luck in your interview!

