



European
Commission

TOP TIPS FOR A SUCCESSFUL JOB INTERVIEW



Know the job you're applying for.



Be prepared to answer task-related questions.



Know which of your skills and competences correspond to the job.



Know the skills and competences you need to learn for the job.



Understand how your previous professional experience may help you in the new job.



Listen carefully to the questions and reply to them.



Check questions that are frequently asked



Don't be arrogant or try to prove you know and can do everything.



Think about the appropriate dress code for the interview.



Maintain eye contact throughout the interview. Body language is important. Try to pass on a positive feeling about yourself.



Be on time or even earlier, otherwise you might feel overly stressed.



If you are very nervous, say so. Your stress is visible anyway. Saying it out loud lowers the stress and helps you stop thinking it.



Prepare your questions for the panel and work them into a conversation. If relevant, you can ask: What are their future plans for the job? What do they think about staff visibility for this work? How much freedom do I have in deciding my priorities, objectives, and deadlines? What kind of training can I expect to receive?



Be transparent. This might be the right moment to raise certain issues and find compromises, for instance, regarding specific working arrangements.



Show your motivation throughout the interview. You can propose to provide additional information/documents proving your level of competence, skills and past performances.

FREQUENTLY ASKED QUESTIONS (for interviewees... or recruiters)

You may be asked...

- ✓ What are your 3 strong points? What are your 3 weak points?
- ✓ What kind of a team member are you?
- ✓ What is your management style?
- ✓ How comfortable are you with public speaking?
- ✓ How do you deal with a heavy workload and tight deadlines?
- ✓ How loyal are you to the management?
- ✓ Where do you want to be in 5 years time?

...or even better

- ✓ Why did you apply for the post? Why do you think you are a good fit?
- ✓ What are the things you do best at work?
- ✓ Which are the competences you would need to develop for this job?
- ✓ Do you have any experience with team work and what were the most difficult things to overcome?
- ✓ How would you yourself like to be managed?
- ✓ When did you last have to speak publicly? How did it go? Did you learn something about yourself?
- ✓ Do you think that you need a stable work pace to perform well? Or can you modify your work pace? Can you give some examples?
- ✓ Do you think you need to change your tasks frequently?