

The successful interview...

Preparing for an interview allows you to anticipate many of the situations which could become difficult under pressure and to arrive at the interview relaxed and confident.

It also allows you to focus your attention on your interviewer and the information and clues that you should respond to.

Remember :

Be prepared! The successful interview is your key to employment..

The interviewer is looking for specific answers to his/her questions.

- Is the candidate right for the job?
- Does he/she have the professional capabilities and personal qualities to be successful in his/her work.
- Is the candidate motivated?

You're nervous about this interview? Well relax, have confidence in yourself because this is also the time for you to really understand if the job is right for you and that the conditions are right for you to be successful and to feel good about your job, your company and yourself.

Preparing for an interview: Considerations:

- material (Where is the interview taking place, what to wear, what to bring to the interview...),
- psychological (What do I need to be relaxed and positive...),
- technical (How will the interview be organized, What are some possible scenarios),
- foundation (Presenting yourself, answers to tough questions...).

An interview in 3 steps :

- 1. The first contact.

First impressions are the strongest. Think about the details that your interviewer will notice. Give him/her a positive first impression. The interviewer will be looking for punctuality, self-assurance, professional presentation, courtesy, listening skills and will be attentive to your body language, the way you enter the room, the way you sit down, your handshake etc...

- 2. The body of the interview.

Respond to the questions asked with precision. Show interest in the company and the position on offer by asking specific questions which you can use to illustrate or demonstrate your competencies.

- 3. The conclusion.

At the end of the interview ask questions around the working conditions, the salary and the prospects for evolution. Then ask for a time-frame within which you should have a response from them regarding their decision.

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Before the Interview

- Gather as much information as possible (The company, the market, the job, the recruitment methods)
- Put chance on your side by being prepared,
- Know which of your competencies to put forward to maximize the fit between you and the position offered.

During the interview

- Think about your handshake : it should be firm but not excessively.
- Smile : The smile helps to create relaxed communication and is reassuring for the interviewer.
- Look them in the eyes. If you are being interview by more than one person look at each person, even if he doesn't speak.
- Be courteous: wait until invited to sit, allow your interviewer to speak first, thank all the interviewers before leaving. If the telephone rings, propose to leave the room. If another person enters the room, greet him/her.
- Sit at the right distance: you have the right to move your seat forward. (without putting your elbows on your interviewer's desk!).
- Keep a relaxed posture: don't cross and uncross your legs, mess with your hair, play with your pen etc....
- Listen attentively and respond to questions in a concise but not too brusque way.
- Articulate, speak slowly (without exaggerating) and loud enough to be heard.
- Ask if you may take notes.
- Ask questions (about the job, tasks, objectives, future colleagues). Questions about salary, working hours, and benefits are to be asked at the end of the interview, not before.
- Try to give precise examples of your competencies, results, recognition for achievement received etc....

After the interview

- Run the interview past in your mind and prepare yourself for any next steps... for example, if you need to send them more information, or prepare for a 2nd interview.
- Write down the date agreed upon with the interviewer that you can expect a response.

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