How to prepare for a job interview?

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To ensure the job interview is advantageous for you:

- Acquire information on the company and the position you apply for,
- Collect arguments to support your application,
- Be on time and without any accompanying person,
- Convince the employer you want to work for their company and not any other,
- Make a good impression, appealing with your appearance, professional approach and behaviour.

Influence the interview course:

- Ensure appropriate self-presentation,
- Be likable,
- Use the language of benefits — what the employer gains employing you,
- Show you are strongly motivated to work,
- Present specific proposals of actions you want to initiate,
- Explain any doubts appearing during the interview on an ongoing basis,
- Use convincing arguments and numbers,
- Respect your interviewer's time — speak concisely and relevantly,
- Whenever the interview gets sidetracked, try to return to the point,
- Show your interest in the employer's perspective, company operations etc.,
- Ask the prepared questions in the appropriate time.

During the interview:

- Do not show you are nervous or sullen, you lack any self-confidence or anticipate failure,
- Do not complain, do not speak ill about anyone,
- Do not use any jargon,
- Do not interrupt your interlocutor's statements,
- Do not boast,
- Do not be arrogant or aggressive,
- Do not start the interview from asking about your pay,
- Do not give stereotypical, trite answers.

Recruitment

Remember that the recruitment process need not be limited solely to a traditional interview. It can comprise also e.g. an **Assessment Centre or psychological tests.**

The invitation to tests can be received after the recruitment meeting in the form of an interview or during group recruitment in the Assessment Centre. The tests applied will test your knowledge in selected areas, measure specific skills and potential and personal traits. They can refer to verbal or mathematical skills or the ability to present arguments etc. The tests are selected based on the skills expected of candidates by the employer.

From the employer's perspective, the tests are the additional source of information about the candidate. As the test result is a component of the final decision concerning the candidate's employment, it is worth thinking what to do to get high score during tests.

Assessment Centre is a recruitment method consisting in assessing the candidate's competences by observing their behaviour when solving dedicated problems. The session is carried out in a group where the candidate meets their rivals for the position applied for. After the session, the people who observed

the candidates, or assessors, prepare an opinion about every candidate. This opinion becomes an important component of the further decision-making process concerning the candidate's employment. The Assessment Centre is a method used more and more frequently by employers because of its high efficiency.