

image not found or type unknown



An interview is an unavoidable part of the job placement procedure, which involves, first of all, finding out information about the candidate in the course of personal contact. If a candidate is invited to an interview, it means that they are already interested in him and now everything depends on him.

Many of us are most afraid of a job interview. And completely in vain. After all, an interview is the best way to demonstrate your best qualities to the employer. An interview is a much more flexible form of employee verification than, for example, a questionnaire or testing. You need to use this flexibility to your advantage.

In order to get a prestigious and highly paid job that will solve not only material problems, but also give you the opportunity to realize your professional and creative ambitions, you must be able to correctly present your candidacy to the employer. This includes, in addition to demonstrating professional knowledge, also the ability to convince the company's management that the applicant corresponds to the corporate spirit of the organization and clearly understands the goals that they will face. The "ideal candidate" for the position must also have certain psychological qualities, such as: enthusiasm, energy, responsibility, creative approach to solving production problems and business situations, the ability to learn and retrain, a positive attitude to work, the ability to work in a team, etc. Even if the person going to the interview already has a lot of experience in finding a job, you need to remember that for each new interview you need to prepare in advance. As a rule, the most qualified specialists who are quite reasonably applying for the best job are more responsible for the interview. Often, on the other hand, the lower the bar of a specialist, the worse he is ready for an interview.

To begin with, the applicant should think about what valuable things he can offer the employer, what qualities, skills, etc. he has. Most often, the results of the interview depend not only on how much the candidate is generally good or bad, but on how much he meets the requirements of this company. When focusing your strengths, they need to be evaluated in terms of usefulness to the employer.

To make this assessment more realistic, you should try to collect as much information as possible about the requirements for candidates from the company and its manager. Therefore, before going to an interview, the applicant needs to collect as much information as possible about the organization where he is going to the interview. Well-

chosen information will allow, firstly, to assess the compliance of your own data with the requirements of the enterprise, and secondly, to use the information obtained to prepare for answers to questions and formulate your own questions to the manager. It is difficult to predict in advance what will be discussed when meeting with the employer, so the more information you have, the easier it will be to navigate when talking. This will also help you not to waste your time and effort and reduce the chances of getting caught by scammers.

It is also important to prepare information about yourself. It is necessary to prepare all possible documents: passport, employment record or a copy of it, a copy of the diploma together with the insert, all certificates of advanced training and the presence of additional specialties, letters of recommendation, award documents (diplomas, certificates, commendations) – that is, all possible documents confirming the qualification, education and additional knowledge of the applicant. Does not allow you to take another copy of your resume with you, even if it has already been sent to the employer in advance.

All documents during the interview must be at hand, but do not show excessive perseverance and desire to immediately demonstrate everything. Perhaps, even at the interview, none of the above documents will be required, but their presence indicates a serious intention to get a vacant position and generally characterizes the candidate as a serious and responsible person.

A positive attitude is the most important aspect of the formation of readiness for an interview. If a person is in a state of internal balance, believes in his own strength and capabilities, and is determined to succeed, then his chances of the most favorable outcome of the interview increase dramatically. Excitement, on the contrary, greatly interferes, so on the eve of the interview, you need to try to crush it by any means. This is extremely necessary to preserve strength and nerves, because constant anxiety brings various kinds of restrictions into our lives, causes a feeling of depression, destroys self-confidence. Fear should never become oppressive. It is impossible to determine in advance all the questions that can be asked at the interview. However, you can make a list of 15-20 questions, many of which, in one form or another, are asked at almost every interview. The applicant should prepare in advance, and it is better to say their answers. You can do a couple of training sessions with friends (they can play the role of employers) or record your answers on a tape recorder, and then listen to the recording. If the candidate is ready to answer even the most tricky questions, then the level of confidence in the conversation will significantly increase. The employer can ask a question about salary in one form or another at any stage of the interview. At the beginning of the

conversation, the candidate should try to evade the answer by saying that he does not think it is necessary to discuss salary in the first place. For example: "the issue of payment is certainly important, but first I would like to clarify a number of details on specific tasks, content and scope of work." Emphasizing your interest in a potential job and focus on specific results, the applicant avoids the answer about the expected payment and at the same time strengthens your image of a "person of business".

The applicant should only ask about the salary when a job offer is received (explicitly or indirectly). Or at least at the end of the conversation. Showing such interest before a specific offer is made does not add credibility to the applicant in the eyes of the interviewer.

If the applicant feels that he is seriously interested in the employer and he is ready to move on to discussing working conditions, you need to discard false modesty and boldly start negotiations about wages and other possible compensation. If the candidate shows indifference to payment issues, this may work against him: the employer will decide that he simply has nowhere to go, since he is ready to work without discussing the terms of payment. Any interview is always a dialogue. Do not be afraid to ask questions to your potential employer. If the candidate only nods his head, expressing his tacit understanding and consent, most likely, he will be considered uninterested in the work, or a person who agrees to everything, just to take at least somewhere. Managers don't like such employees very much, preferring people who value themselves.

Sometimes interviewers themselves ask candidates to ask questions: "what would you like to know more?". if this does not happen, it is best to ask your questions before the immediate end of the interview, something like this: "before we finish our conversation, can i ask some important questions about the proposed job? I would also like to tell you more about my previous experience..." The candidate should never say that he has no questions, even if everything he wanted to know was said during the interview, there is still always something to ask about-there are no small things in employment, and it is better to provide as much as possible.

Correctly formulated questions indicate the competence of the applicant, demonstrate his analytical abilities and interest in obtaining a job. This will also emphasize that the candidate is not in such a desperate situation that he or she can grab a job without specifying all the details. In addition, the applicant really needs to learn more about the nature of the upcoming work, if he wants to get it, suddenly some seemingly insignificant condition will not suit him at all. Failure often undermines a person's positive self-image. He falls under the power of stress. If the applicant is still refused, he should not despair,

because:

- employers are also people and, like all normal people, can make mistakes;
- an interview, even if unsuccessful — is a coin in the piggy bank of experience;
- this missed chance was not the only one, there are always many options to achieve the search for the desired job.

Should not be taken too seriously for a possible failure. They are inevitable. They need to be taken for granted. The average ratio of unsuccessful and successful interviews is 20 to 1 (a successful interview is an interview after which a job is offered). this should be treated absolutely normally. The applicant needs to prepare himself for the fact that out of 20 interviews he will attend, only one will be successful. And the faster he gets 20 rejections, the sooner he will get to his success.