

How to prepare yourself for a job interview and how to properly write the letter of application

Exercise time – 15 minutes.

Preparation for writing the letter of application.

1. Collect information about the employer, get acquainted with the company activity profile, its structure, goals and basic establishments and with the directions of internal policy.

For this purpose you may use tool no 1.

2. Think about the requirements concerning issues such as:
 - qualifications
 - abilities
 - interests
 - character features
 - etc

Think of the examples from your life, that might convince the employer, that YOU are the right person, and that YOU will meet the offer's requirements.

For this purpose you may use the tool no 2.

3. Think about the information your future employer should know.

You can use these tools to write the letter of application as well as for the job interview.

Tool 1

Information about the company (name of the company)		
General information	The size of the company? How many people does it employ? Contact data (address,telephone)	
Type of activity, aims	Which kind of business is it involved in? What are the main goals and how are they achieved?	
Internal structure of the company	Key departments, positions in the company	
Strategy of the company	What is the short-term and long-term structure?	
Organization culture	What is known about the organization and hierarchy within the company?	
The place in the market	Which is the company's position on national and international markets?	
Predictions and prospects	Which are its prospects for the future? Is it developing? If so, what are the directions of development?	
Personel policy	What is the personel policy? Development opportunities (trainings, courses etc.)? What promotion prospects does it offer? What is the staff turnover?	

Tool 2.

Requirements	My arguments

'Job Interview'

Exercise time 15 – 20 min. Pass the 'Job Interview' handouts out to the participants. Ask them to think for a moment and write down 3 most difficult job interview questions that they may come across. Encourage them to recall their experience in job finding (if there is any), and use the list of 50 questions, asked during interviews. Then, choose three persons and ask them to present their lists. Ask other participants, if any other difficult questions occurred on their lists. Note the answers. Encourage the discussion on the topic. (ask about the problems with giving answers to particular questions. Put your heads together and come up with an idea how to formulate answers, and what to pay special attention to, while talking with the employer).

Think about your compensation, how much do you expect to earn. Prepare yourself for this question.

Also think what you would like to ask about during the interview.

Remember technical question such as: an appropriate outfit, the time needed to arrive at the company, your documents if required etc.

1. What would you like to do in ten years time?
2. What did you like least in your previous job?
3. What did you like most in your previous job?
4. What did you like/didn't like in your previous job/studies?
5. What is the most/ the least interesting in our job offer?
6. What motivates you most at work?
7. What's the most rewarding for you at work?
8. What is the key to success?
9. What does 'a good employer/a good boss' mean to you?
10. What does 'a good employee' mean to you?
11. What's the most important in your job?
12. What's more important to you? Satisfaction or promotion?
13. If you could choose, would you choose boring but well-paid job, or badly-paid but extremely interesting one?
14. What is in your opinion, the key factor that influences good atmosphere at work? What does it depend on?

15. What is your strength?
16. What is your weakness?
17. What is your greatest advantage and disadvantage?
18. What can you say about yourself?
19. What would be your input into the company?
20. What do you like most?
21. What does the word 'success' mean to you?
22. What is the least interesting for you in this offer?
23. What is your greatest professional defeat?
24. What would your previous line manager say about you, if I called them?
25. What are your interests? Do you find time for your hobby?
26. What did you learn in your previous jobs?
27. Why are you the one I should hire?
28. Why do you want to work in this company?
29. Why do you want to work in our company?
30. Why do you want to change your job? / why do you change jobs so often?
31. Why are you interested in this position?
32. What distinguishes you among other applicants?
33. Why are you interested in this offer?
34. How much time do you need to really get involved in our company character?
35. How would you describe yourself in 3 sentences?
36. Tell us about problematic situation, that you've come across. What have you done to manage?
37. How do you achieve your goals?
38. How did you find your previous job?
39. What kind of job wouldn't be good for you? Why?
40. What kinds of tasks you've handled best so far?
41. What kind of people would you like to work with?
42. What kind of people you like to work with best? Why?
43. What kind of people you don't like to work with? Why?
44. What is your experience?
45. What are your expectations regarding compensation?
46. What were the greatest disadvantages of the previous job?
47. What were the greatest advantages of the previous job?

48. What are your goals?

49. What do you consider your greatest achievement?

50. What are your expectations apart from the financial one?

Auxiliary card.

The three most difficult questions.

1.....

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2.....

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3.....