



Little  
pieces of  
advice for  
your big

Interview

## Where to start?

**In the course of your career you will come across abundant information. To keep your career on the right track you should take advantage of all the chances you are offered.**

**First of all, you should ask yourself these questions:**

- Which skills have you acquired in your formal and informal education?
- Which of those skills would you like to develop further?
- Who or what would you like to work with: people, clients, projects, numbers or technology?
- Would you like to work for a small, medium or large organisation?
- Would you like to be locally or globally oriented?
- Would you like to study for further qualifications?

## Now you have weathered the testing process...

You have successfully weathered the first phase of the testing process. You are among the best candidates and "lucky ones" who qualify for the next phase of competing for the job – the job interview.

...but,

Your stomach starts making funny noises, the palms of your hands are sweating buckets, your mouth is dry and your voice begins to tremble... and it all happens as soon as you start thinking about the upcoming job interview. We are all nervous when it comes to job interviews because no one likes to be in the hot chair, where all our words and reactions come under scrutiny. The awareness that everyone must undergo job interview anxiety at some point can be comforting to a certain extent, but when you are the one sitting in that hot chair, the sense of meaning, calm and the sense of rationality can easily disappear into thin air.

## Do not despair!

If the upcoming job interview fills you with terror and anxiety, do not despair. Just heed our advice and you will overcome uneasiness – take a leap of faith and give yourself a high...

...and that  
means you're  
almost out of  
the woods,  
right?!

5





## 5 crucial general pieces of advice

We could give you an infinite number of tips to prepare for the job interview best, but let us stick with number five.

### 1. Be prepared

Preparation is essential – do a little research, visit our web site – let the interview work for you in a way that you will undertake some research and preparation. To be well prepared for any questions the interviewer might ask means that you can enter the interview room with your head high rather than to look down and wish that the ground would open and swallow you up.

### 2. Be rested and focused

This is easier said than done, but having a good sleep before your interview will make sure you are rested and ready for the “big day”. Relaxing by taking a bath and reading a good book, and then going to bed early the night before will take away the anxiety, and ensure clarity and focus come the interview time.

### 3. Allow for enough time to arrive on schedule

You're in a traffic jam, still miles away from your destination, and the interview starts in 10 minutes. Things are not going your way. On the contrary, your nervousness will intensify proportionally with the probability of tardiness. This might sound too obvious, but planning out your way in advance, and leaving enough time to get there will help you stay composed for the interview.

### 4. Take deep breaths

It is common knowledge that shallow breathing triggers panic and anxiety. Deep breathing, on the other hand, has been a well-known technique for stimulating a part of our nervous system that is in charge of calming the body. Therefore, practice breathing control before your interview. Put one hand on your stomach and take a deep breath. Keep the breath for a few seconds before you exhale. Once you get that tingling sensation, keep practicing this routine in regular intervals.

### 5. Think positively

Instead of discomfort you feel every time you think of the interview, why not imagine a positive scenario where you have everything under control. Imagine yourself having a calm and positive disposition, answering the interview questions with self-confidence and impressing the interviewers. Imagine shaking hands at the end, knowing they will call you soon with good news. And finally – a smile. Let the smile stay on your face on the interview day, at least until you leave the interview room. Laughing discharges endorphins – hormones of happiness, and they help convince your brain that you are content, satisfied and ready to take up anything the interview may bring.

...but that is not all...give heed to this as well:



- Listen carefully. If you need a clarification – just ask.
- Try not to spend too much time trying to come up with the “correct” answer, but rather answer truthfully. Give thorough answers and use examples from your own experience.
- Write down the list of your key achievements, strengths and experiences. Think about the examples that best reflect your skills. Be ready to discuss your skills, how would they complement the role you are interviewing for and what would you do to be successful if we employ you.
- Think about the reasons why you want to work for us and why would you like to fill the position you have applied for.
- Do not feel like you are competing with other candidates. We will assess you primarily on your own merits and not in comparison with the others.

### ...and to wrap it up....

By coming to the interview you have a great opportunity to see your potential work location. Whatever the outcome, we will keep your data in our HR data base, so do not forget to refresh them from time to time. We hope you will find these pieces of advice interesting and useful.

### Good luck!

**P.S.** You might find that in the pursuit of your career you miss some great opportunities or chances, but you should nevertheless keep your eagerness to learn, to remain honest, curious, spontaneous and – no matter what your age is – never lose touch with the inner child.

