A GOOD JOB INTERVIEW

How to prepare for a job interview
The prerequisites for a good job interview are that you remain open and flexible, come prepared, show initiative, and are able to answer unexpected questions.

Prepare for the interview

- **A short presentation of yourself:** Talk about your motivation for the job, your education, experiences, goals and personality. No more than 3 minutes.
- **Research:** Check up on the company before the interview. Is there any news that might be relevant to address during the interview?
- **Solutions:** How will you address and work with the tasks the job requires? Prepare examples of how you will meet the required goals in the near future.
- **Competences:** Describe what value you can bring to the company by giving examples of previous experience.
- **Vision of the future:** What do you expect to be doing in the future – both in the company and more generally?
- **Recruitment panel:** Show that you are interested in the company and the tasks involved. Who is going to be present at the interview? Research their backgrounds – and remember eye contact with everybody!
- **Appearance:** Think about what you are going to wear - what is comfortable and fits in with the company's image?
- **Documents:** Remember to bring documents (exam papers, recommendations, etc.), and hand them over at the end of the interview.
- **Questions:** always prepare questions to ask at the interview.
- **Summary:** End the interview on a positive note and summarise what they will gain by hiring you.

5 questions you need to be prepared to answer

1. Why do you want to work for us?
2. What are your strengths and weaknesses?
3. How do you prioritize your tasks? What is important?
4. What are your long-term goals? How long do you expect to be employed here?
5. How much do you expect to get paid?

**Remember** to rehearse your talking points and answers beforehand. Say them out loud and maybe practice them with a friend. It is very different saying something out loud compared to just thinking about it.

**Remember** the questions and answers you have prepared and don’t be afraid to have them on a piece of paper in front of you - it shows that you have come prepared. However, short pauses are okay – it shows that you are reflective.

**Remember** to ask about the recruitment process. When can you expect an answer? Are there any further interviews? If you do not get the job, make sure you get feedback; it is important to find out why you did not get the job in order to prepare better for the next interview.

For more information, please check the Job and Career pages on your study site on **KUnet.dk** - or contact the study- and career counsellors at your faculty.