

HOW TO PREPARE FOR AN INTERVIEW

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BEFORE THE INTERVIEW



- Research the company
- Study the job description, and note required skills, qualities and experience
- Practice your answers to common questions
- Practice an interview session with a friend
- Plan your outfit the day before (and get to bed early)
- Bring a notebook and a pen

BEFORE THE INTERVIEW



- Should I call the company, and should I call before or after the application deadline?
- What questions should I ask?
- Should I prepare my references?
- Check your social media profil

THE RECRUITMENT PROCESS



- 1. interview – Either Teams or in person
- 2. interview – Might be with HR and a leader
- 3. interview – Might be more informal
- Personality and ability tests
- Case
- References

HOW TO DRESS AND BEHAVE

RECOMMENDED



- Dress up in neutral / classic clothes
- Make eye contact and smile
- Handshake or not?
- Let the interviewer start the meeting
- Listen to the questions asked, and let your answers be as relevant as possible
- Don't talk too much....
- ...but don't make your answers too short either

PREPARE YOUR ANSWERS FOR COMMON QUESTIONS



- Tell us about yourself
- Your motivation for applying for the job
- What motivates you
- Relevant education and experience
- Task – Action – Result
- Uncomfortable situations related to work
- Successful stories
- Strength and weaknesses (those questions still appears)
- Why should we hire you
- Have you been involved in any conflicts at your former jobs?
- What salary do you expect / need
- Other ongoing recruitment processes

QUESTIONS TO THE INTERVIEW ER

EXAMPLES



- How many people are placed in the team?
 - Could you describe a typical workday?
 - Would I have a mentor?
 - Do you have a training program?
 - Could you describe the work environment?
 - What would be the next step in the process?
 - When can I expect to hear from you?
 - Ask for discretion
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- I recommend not to ask about salary on your first interview.
 - If you have other ongoing processes, you should inform the company for practical reasons.

QUESTIONS NOT ACCEPTED



- Religion
- Sexuality
- Political standing
- Race
- Unionized
- Health
- Future familyplans or pregnancy

MOST IMPORTANT



- RELAX AND BE YOURSELF!

USEFUL LINKS



- <https://www.ntnu.edu/career/write-a-cv>
- <https://arbeidsplassen.nav.no/>
- <https://www.finn.no/job/>
- <https://www.jobbnorge.no/>
- <https://karrierestart.no/>
- <https://www.personalhuset.no/>
- <https://www.adecco.no/>
- <https://www.nokkelpersonell.no/>
- <https://www.mosaique.no/en/>