Interview

A job interview is one of the stages of the recruitment process which precedes the decision about hiring the given candidate. This very helpful tool is used in evaluation of potential employees.

At first, out of all received CVs , few candidates are selected and invited for the interview. This is called creating a shortlist i.e. a list of all the candidates who meet the initial criteria.

Very often, there are number of initial phone interviews held with candidates when the recruiter can check the language or communication skills before inviting for the face-to-face interview. This is also used when candidates live far away from the employer.

After all interviews, the employer selects the candidate that best fits the profile and all formalities like salary negotiation and documents signing begin.

**How to prepare yourself for a job interview:**

Well prepared CV is a key to success. However, it is not enough just to prepare a good CV but one has to know its content well. It is very common that one of the reasons the employers do not hire the applicants is that candidates simply are not able to discuss their professional experience, education or skills in details. Remember to prepare yourself carefully for the interview, gather main information about the company and practice - you can find script of the interview in the Internet together with answers for difficult questions. It will help you to avoid being nervous and confused during the conversation.

You may think of your CV as an advertisement of yourself, as a product that should be sold in the best possible way - it must reflect all your skills and experience in a best possible form.

Make use of 5 tips for a successful interview

1 Preparation

Find in the Internet all the possible questions that an interviewer may ask you during the interview. Prepare answers to them and then practice. Repeat them all over again until they sound natural and confident. Ask your friend to help you organize a staging. There is no better way then simply divide the roles of an interviewer and an interviewee and play. Do not forget to gain as much information about the company you are going for an interview as possible.

2 Check your knowledge and set the objectives

Analyze your education, professional experience, preferences and think of a dream job you would like to have together with its responsibilities, tasks and conditions. It is crucial to know what you are looking for before you decide to go to the interview so that you will not be disappointed or at least you will be able to verify immediately if this is the right job position for you.

3 Prepare your Strengths and Weaknesses analysis

Questions related to one's weaknesses or strengths is very commonly asked during the interview. It may sound simple but it is not that easy to think of one's good and bad sides ad hoc. Do not be afraid to talk about your weaknesses, you may present it in a "positive" way - think of a weakness which you had a chance to overcome and tell about this the interviewer. The other way is to present the weakness as your strength. Sometimes being impatient or focused on details is required on some positions - think about that. The same applies to your strengths analysis. Find out those features that would be most desirable on a position you are applying for.

4 Don't be afraid to ask

You have a full right to ask the interviewer about the details of the job position you are applying for. There is nothing bad in trying to find out what an exact scope of duties you will have, what is the working environment, organizational culture in the company etc. Do not forget, that you are a potential candidate for the role and soon you may become an employee - make sure you know everything you need.

5 Ensure interviewer you are the best candidate for the position

Try to be self-confident, but remember about a difference between self-confidence and arrogant behavior.

Tell us about your interview experience:

If you had any interesting or extraordinary experience at a job interview, please send it to us. The best stories will be published on our website. Due to the matter please contact us at [biuro@evolvingrecruitment.com](mailto:biuro@evolvingrecruitment.com)

Below, there are some examples of the most frequent interview questions:

**Tell me something about yourself ?**

**What are your strengths and weaknesses ?**

**What is your favorite hobby out of the ones listed in resume and why?**

**Where do you see yourself in two/five years?**

**What does a success mean for you ?**

**What is your most valuable experience ?**

**Tell me about one of the problems you had to solve in your job ?**

**What do you know about our company ?**

**Why do you think you would be perfect candidate for this role ?**

**What would your boss or co-workers tell me about you if I asked them ?**

**What are your career goals ?**

**What is your ideal working environment ?**

**What kind of person should in your opinion be a perfect boss?**

**Why did you decide to leave your current job position, organization ?**

**Why should we hire you ?**

**Tell me about your biggest professional success so far ?**

**Do you prefer working individually or in a team, why?**

**What makes you interested in this job ?**

**How do you imagine working on this position?**

**Tell me about the most difficult decision you had to make in your career?**

**How do you handle pressure and stress?**

**What motivates you?**

# CV

It is often said that a CV is a visiting card of a job applicant. Even though there are a plenty of articles how to write a good CV, still you can come across a CV which is inappropriate and therefore does not present the candidate's experience and skills in a satisfactory way. Below you will find some points which play a crucial role while preparing your application:

**Curriculum Vitae is an outline of person's education, professional experience, technical and personal skills.**

**Remember- there is no ideal way of writing a good CV, however, if we remember about few rules we can increase our chances:**

**CV should not be longer than two pages- employers usually get bored after having read two pages of information about the candidate. However if you have really important experience, required at the position you applying, do not hesitate to make your CV longer than 2 pages.**

**It should always be typed- one can us e.g. Times New Roman Font, 12 points or Verdana 10 points- don't use too small or two big fonts as the text should be clear and transparent.**

**Make sure the order of the given information is appropriate, you can use this format:**

* Name and Surname
* Personal details like: date and place of birth (not required), address, telephone number, marital status (not required), nationality
* Education background (most recent position first)
* Career history (in reverse order, most recent position first)- here you should include the most important duties and responsibilities you were performing on a given job position, write it in few lines
* Additional skills
* Interests

**Do not leave gaps between e.g. particular career periods**- If you weren't working for some time and you were travelling, raising your qualification by participating in some kind of a course, learning foreign language etc. put/ include this information in your history

**Bold the names of the companies you have been working in as well as the positions you were employed at.**

**List few of your interests and develop them a little bit-** if you love music- write what kind of, if you like sport- what type of, do not be afraid of putting unusual hobbies- providing you really have them, do not exaggerate because employers often ask candidates about their interests in details

**Make sure all spelling is fine and all the information is written down-** it is better to check CV carefully even few times before submitting it then panic when it turns out that we forgot about something