

The Perfect Interview



These days it is more important than ever to have strong interview skills because of the amount of competition there is out there. Regardless of the position you are in, it is important to be prepared for the interview.

A good thing to do in **preparation for an interview** is to thoroughly research the company. Make sure you know a bit about their background so you can show the interviewer how you will fit into the company. Show how the skills you possess will help you fit in to the team and even benefit the company.

Types of Interviews

There are several types of interview, which you may be invited to after applying for a job. A **telephone interview** is often used before a face-to-face interview as it gives the interviewer the chance to find out what type of candidate you are. You can prepare for these types of interview by having notes and your CV in front of you. Make sure that you speak confidently and try and apply your skills to the questions asked.

Another type of interview is the **group interview**. This is when several candidates applying for the same job are asked to come together for an interview. It could consist of a number of team building activities so that the interviewer can see how you interact with one another. This gives you the chance to speak up and show your opinions and how well you work within a group or team.

At a **face-to-face interview**, first impressions are everything. Making sure you look approachable by smiling, making eye contact and just being enthusiastic about everything will always go down well. A suit is often the prepared choice of clothing for an interview.

Professional Manner at an Interview

Having a good posture and showing other basic traits of professionalism will show confidence. Always make sure you are on time. Arriving late suggests that you do not respect the interviewer enough to arrive slightly earlier to the interview.

When in the interview don't be afraid to ask questions, as it will only show how eager* and truly interested you are to the interviewer. It also gives you the chance to find out more about the job itself, such as the responsibilities and whom you will be working with.

Follow Up Process after an Interview

After the interview it is good to follow it up with an email. This should thank them for their time and include some additional information where relevant such as a link you discussed during the interview. This will show them that you are really interested in the job and it is also a polite gesture, which the interviewer may appreciate.

Adapted from <https://jobs.telegraph.co.uk/>

* Eager : dynamique

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