

# Lecture 16: Get the Job!



IT Learning &  
Outsourcing Center

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# Agenda



**Start: 7 pm**

Before

At

After



*the INTERVIEW*

**End: 10 pm**



# Your Goal?

- ✓ Get the desired job

# Our Goal?

- ✓ Share our experience, so that you get the job

# Before ..the Interview CV



## ***STAND OUT from the rest!***

- Format
- Length
- Font
- Language
- Typos
- Photo

# Sunglasses



# Background





# "Small" details





Guess who am I?







Photo model

# Before ..the Interview CV



## **Personal data:**

- Name, family name
- Address
- Contact info

## **Professional experience:**

- Employment period
- Employer
- Position
- Responsibilities

# Before ..the Interview CV



## Education:

- Dates
- Institution
- Degree
- Specialty

## Other competencies:

- Languages
- Technical skills

# Before ..the Interview

## Motivation letter



***STAND OUT from the rest!***

Name  
Address  
Telephone  
E-mail

Date

Name  
Position  
Company  
Address

Dear...,

**Introduction** – why you are addressing them

**Exposition** – Sell yourself

**Conclusion** – Call for action

Sincerely yours,

Signature

Name

# Before ..the Interview

## Social Networks

[www.pragmatic.bg](http://www.pragmatic.bg)



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# Before ..the Interview



- Company www
- Job ad
- Nonstandard answers to standard questions
- Salary
- Questions to the interviewer
- Print CV & job ad

# At .. the Interview



- When do you arrive?
- How are you dressed?
- How do you communicate non-verbally?
  - *Personal space*
  - *Hair / face*
  - *Eye contact*

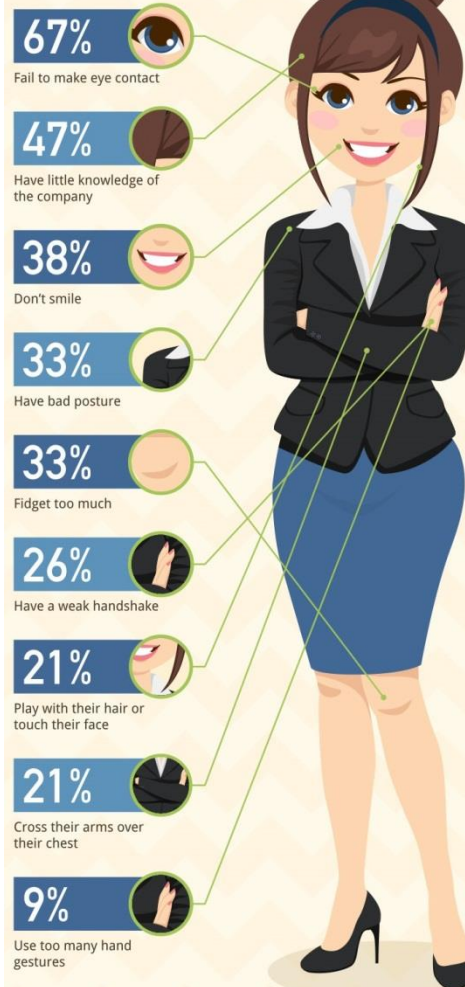


- How do you communicate non-verbally?
  - *Smile*
  - *Body position*
  - *Gestures*
  - *Handshake*
  - *Nervousness*

# At .. the Interview



## COMMON NONVERBAL MISTAKES MADE DURING JOB INTERVIEWS



In a survey of more than 2,000 hiring managers, 33% claimed to know whether or not they would hire someone within 90 seconds.

## STATISTICS SHOW THAT FIRST IMPRESSIONS ARE DETERMINED BY:



## THINGS THAT HAVE AN IMPACT ON FIRST IMPRESSIONS



## BRIGHTLY-COLORED CLOTHING IS BAD





## ***STAND OUT from the rest!***

- Standard questions
  - *Why do we have to choose you?*
  - *How would you contribute to the company success?*
  - *How do you see yourself in the next x years?*
  - *What are your strengths?*
  - *What are your weaknesses?*
  - *What is your desired salary?*



# At .. the Interview



## TOP 10 MOST COMMON INTERVIEW MISTAKES

- 1 Over-explaining why you lost your last job
- 2 Conveying that you're not over losing your last job
- 3 Lacking humor, warmth or personality
- 4 Not showing enough interest or enthusiasm
- 5 Inadequate research about a potential employer
- 6 Concentrating too much on what you want
- 7 Trying to be all things to all people
- 8 "Winging" the interview
- 9 Failing to set yourself apart from other candidates
- 10 Failing to ask for the job

# At .. the Interview



What is your **GOAL**?

Sell yourself, but be genuine!

# After.. the Interview



- Thank you e-mail
- Feedback
- Thank you e-mail

# After.. the Interview



If you don't get the job.....

***“Success consists of going from “failure” to  
“failure” without loss of enthusiasm.”***

*Winston Churchill*

# Thank you



## We wish you

# **SUCCESS!**

(without having to “fail” first ;)