***Where to look for job vacancies?***

* job agencies/headhunters
* job fairs
* networking
* cold calling/unsolicited cover letter
* the Internet

***Why/what/how should you prepare?***

* research the company/research yourself
* become familiar with the stages of the interviewing process, FAQ, standard strategies
* revise your technical knowledge
* reflect on your soft skills/ transferable skills
* take care of your image (the structure of your answers, body language, voice, formality, dress code)

1. ***Research the company***

***What to find out ?***

***-*** general + employment issues

***Where to look ?***

1. what they say about themselves: company website
2. what others say about them: ex: Quora,

https://www.glassdoor.com/Job/romania-jobs

2) ***Research yourself***:

* hard skills/soft skills
* values/ what matters most
* story file
* criteria to evaluate the company

***Types of Interviews***

* remote (phone, Skype) /in-person
* structured/unstructured
* group interview/panel interview
* behaviour interview/situational interview
* stress interview

**Stages**

* CV review (recruiting officer/ buzz words)
* technical phone interview (technical interviewer /screening stage)
* in-person interview (technical interview + behavioural interview/management

***Technical Phone Screens/ Technical Interviews (whiteboard)***

* short introduction
* code writing
* description of prior projects
* solutions to problems

***Tips for the technical interview***

* don’t make assumptions, ask questions
* don’t let silence settle in, talk through the process
* if you make mistakes, acknowledge/ repair them and get back on track
* listen for hints from the interviewer
* check your solution

**HR Interview**

(competency-based)

**Types of Qs**

**Background Qs:** education, experience (CV)

**(Technical knowledge Qs**: screening)

**Behaviour-based Qs**: past behaviour ≈ future behaviour

**Situational Qs**: hypothetical

**Wild card Qs**: insight into your thinking process

* *Tell me a time when*… (past behaviour predicts future behaviour)

**STAR** technique:

* **S**ituation= set the scene and give the context; an outline of a specific real situation or problem in the past
* **T**ask= more detail; identify the specific aspects you focused on and why
* **A**ction = the specific situation you took; what, how, when, why ?
* **R**esult= outcomes and the difference they made; what was accomplished and what did you learn ?

**story file** !!!

*What would you do if*…? (analytical + problem solving skills)

* generally, people problems
* meant to assess your personal values
* minimal time to prepare

**Difficult Questions**

1. Tell me something about you
2. What are your weaknesses?
3. Tell me a time when you failed/you had a conflict at work.
4. What did you dislike about the previous job/boss?
5. Money Q

**Why difficult Qs**?

* Able to handle pressure ?
* Self-aware ?
* Able to learn/correct ?

**The Weakness Q**

* Deny?
* Pass a strength for/as a weakness?
* Laugh off the Q ?

*Better* !

* Be honest
* Soften negatives/turn negatives into positives (ex: age ? perceived weakness)
* **Show how you plan to improve**

**Turning negatives into positives**

* Noblame!
* Mindyour language! (“demanding boss” rather than “a slave driver”)
* Soften negatives!
* Emphasize positives!