

e-selection

e-selection Guide – Information sheet for job interviews

This one-pager was created to help you conduct a successful job interview. We wish you every success.



Basic principles:

- An invitation to an interview should never be declined. It is always an opportunity. If you have a reason to cancel the interview, contact your e-selection consultant urgently and in good time (even at the weekend for Monday appointments).
- Dress appropriately, i.e. suitably and professionally in line with the client's corporate culture (see the client's website). It is better to be overdressed than underdressed.
- Arrive a few minutes early (never late) and check in at reception in good time – make sure you have a telephone number for emergencies (e.g. traffic jam due to an accident or similar).
- Remain authentic at all times.

Preparation:

- Find out about the company, its products and services, and the industry on its website.
- Read the advertisement carefully again to familiarise yourself with the requirements and tasks associated with the position you are applying for.
- Prepare questions you would like to ask and bring a notepad and pen with you.
- Be prepared to talk about your career/CV and highlight relevant experience.

During the interview:

- Be happy that you have achieved your first success and that you are being given the opportunity to present yourself and your skills. Start with a friendly greeting.
- Be an interested, attentive and active listener. Maintain eye contact with the person you are talking to. Show attention and interest in the problems of the company, the person you are talking to and their area of responsibility.
- Speak clearly and distinctly.
- Remain authentic at all times.
- Pay attention to your speaking time. It is better to ask questions and then respond to them than to talk too much.

After the interview:

- Thank them for the opportunity to introduce yourself.
- Ask about the next steps.
- Provide timely feedback to the company and your e-selection consultant about how you felt about the interview and whether you are still interested in the position.