

# UVA STUDENT CAREERS CENTRE

## Job interview tips

### Top pick:

**Pretend that you already have the job!** What would you wear, how would you introduce yourself, how does it feel to be a ... at ...? Imagine it in as much detail as possible. What would you need to and want to know? What would be the first thing that you would do in your new role if it were up to you?

- Do more research into the organisation, the position and the industry that you are entering. What exactly is going on? Are you familiar enough with the annual report, the website, the organisational chart, the competitors and the current situation to have a conversation about these matters as a junior professional? Note: this element is where you can really stand out and show your motivation!
- Think about what you are curious to know and try to seek out the answers in written sources or from a competitor.
- Practise the frequently asked questions by writing out your answers. Edit your responses, make them more convincing, and keep them brief and concise. Remember that you can take about 1 to 2 minutes per answer. Discuss your answers with someone who knows the industry, a career adviser or a good friend.
- Think of a question that you would really like to be asked, prepare your answer and steer the conversation in this direction during the interview.
- Also think about which question you are most afraid of and formulate your answer. Share it with others. Focus on what you have learnt from the situation, how you would approach things now, and so on. Drop in for some advice if you find this aspect difficult.
- Look over your CV and letter again in the context of this job application. Which of your experiences fit the vacancy? How will you be a good addition to the company in this position, both as a person and as a colleague?
- If you do not understand a question during the interview or cannot quite figure out what the interviewer wants to know, ask for clarification first. 'What exactly would you like to know?' is a legitimate question.
- Prepare your own questions for them - this approach ensures a more equal (and more enjoyable) conversation.
- Research who your interviewers are and learn more about their careers as well as their backgrounds, e.g. via LinkedIn.

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- Practice introducing yourself, shaking hands and making a good first impression in your own environment. Ask for feedback on it. Make sure that your outfit and appearance are in tip-top shape. It is better to be overdressed than underdressed.
- A little bit of tension is normal and probably will make your presentation better. Assume that 'the counterparty' will do their best to put you at ease.
- Make sure that you know exactly where you need to be at what time and how to get there. It is customary to show up 5 to 10 minutes early.
- Take your time with these preparations and make sure that you do not have to do anything else the day before the interview. Relax, do something fun, go to bed on time.