Job Interview

Stages of a job interview

Entrance

First impressions matter! They are a combination of many things: how you greet people, how you chose to dress and much more. Here are at least two things you should think of:

<table>
<thead>
<tr>
<th>Chit chat</th>
<th>Phone off</th>
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<tbody>
<tr>
<td>Don’t cut to the case right away, but start with some small talk!</td>
<td>We don’t need to tell you why... right?</td>
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Getting acquainted

You have made your entrance. Next up: getting to know each other. This does not involve rocket science but do think of the basics:

- Shake hands
- Eye contact
- Smile

Introduction of the organisation

Now it is time for employer to introduce the company. Time to take a sip of your coffee, but don’t take this as time to relax! Instead, be an active listener and do the following:

- Listen carefully and take notes

= getting the info you need
Job Interview

Core of the interview

Pitch!
So... tell me something about yourself! Be able to communicate your professional qualities to a future employer.

Communicate
Talk about your strengths and weaknesses in a professional way. Also ask questions!

Show off!
Show your professional behaviour using the STARR model.

Closing and practical matters

Thank the people who interviewed you for the chance to be there. Be enthusiastic all the way to the end!

Tips & tricks

Here are some tips to help you prepare for a job interview. Do you need more help? Sign up to our workshops now! More info: rug.nl/careerservices

- Check the mission & vision of the organisation
- Look up your audience on LinkedIn
- Save the vacancy text
- Know and bring your CV/letter
- Clean up your online image
- Dress professionally
- Prepare your questions
- Be on time
- Practice your interview at the I Shop

More info: rug.nl/careerservices