



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:



Chit chat

Don't cut to the case right away, but start with some small talk!



Phone off

We don't need to tell you why... right?

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:



+



= getting the info you need

Listen carefully and take notes



Job Interview

Core of the interview

Enough listening! Now it is your time to shine!

Pitch!

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

Show off!

Show your professional behaviour using the STARR model.

Communicate

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

S situation
T task
A action
R result
R reflection

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



[/Career.Services.UG](https://www.facebook.com/Career.Services.UG)



[Career Services University of Groningen](https://www.linkedin.com/company/Career-Services-University-of-Groningen)



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