

SOME USEFUL RULES FOR THE INTERVIEW

Interviews are sales negotiations. Naturally, you aren't actually selling yourself. But you are indeed offering your work services at the most advantageous conditions. Thus, consider the example of successful salespeople who know precisely from the outset what they want. There is only one single chance to make a good first impression. And this can be decisive. A few important rules can help you in this regard.

1. How do you want to convince the interviewer that you are precisely the right man/the right woman for the job?
2. Place yourself in the role of the interviewer. He expects from a new employee that he will be integrated into the company, the division and the group without any problems, that he will be able to work independently and show initiative, that he will be able to make a contribution to the company's success, that he will be worth the wages the company will pay him.
3. Every career has low points. How will you answer when you are asked to address them?
4. How will you react if your interviewer doesn't accept your conditions?
5. Have an answer ready for the following questions which are frequently asked during job interviews:
 - Tell me about your professional experience.
 - What are your salary requirements?
 - As a rule, what do you do in your free time?
 - Are you willing to travel for the company?
 - Why did you leave your last job?

- How did you use the time you were unemployed? Did you attend any continuing education courses?
 - Do you like to work on a team?
 - What do you consider to be your particular strengths and weaknesses?
 - How do you envision your career in the future?
 - Why do you believe that you are the right man/the right woman for this job?
 - When could you begin your employment?
 - Do you embrace responsibility?
 - Have you also applied for other job positions?
 - Why did you apply for this job?
 - We have received a very large number of applications. Why are you better-suited for the job than the other candidates?
6. The first impression counts: You should arrive on time.
 7. Most people like friendly people more than dour people.
 8. Sit down in a comfortable position, but don't slouch. Maintain eye contact with your interviewer. A smile never hurts.
 9. Ask for permission to take notes.
 10. Don't leave the initiative completely up to your interviewer, but don't interrupt him when he's speaking.
 11. Ask him what he precisely expects from you.
 12. Make sure that you have a well-groomed appearance. Dress as is customary for your profession. Be yourself.

13. After the interview, immediately enter your information and impressions in the following scheme: Date, company, interviewer (with his telephone number), job position offered and corresponding sphere of duties, possibilities for advancement, salary, ancillary work duties, date to begin employment, advantages and disadvantages.