

HOW TO PREPARE FOR AND DEAL WITH A JOB INTERVIEW Useful hints composed by the German-Arab Chamber of Industry and Commerce

THE JOB INTERVIEW: YOUR ACCESS TO THE COMPANY

An invitation to a job interview is the first sign that the employer is interested in you and your qualifications and experiences.

The interview is an opportunity to present yourself beyond what the employer already knows by studying your covering letter and your CV. Before the day of the job interview you should prepare yourself on the unfamiliar situation beforehand. It is useful to practice the interview situation with somebody. Try to figure out which questions could be asked by the employer and get well prepared for them. If you apply for an international company English will often be the community language, of course. It makes sense that you also practice your simulated interview in English. Take possession of the company's profile. That will help you if the employer wants to know in which way your skills contribute to the company's success. Read also through your own application form and your CV a day before.



Gentleness and politeness are irreplaceable

There also some hints you should consider during the interview itself. Firstly, it is very important to be in time. Do not be late! Shake hands when introduced and be friendly. Concentrate on the questions and do not protract your answers! Your answers should be short, but precise. Attend to keep eye contact! Keep in mind that the employer gets an overall picture of your person in combing your answers and your attitude.

Concerning to clothes there is no general rule what to wear and what not. Nevertheless you should wear clothes which are not dirty or riven! Attend to wear something which gives the impression of seriousness, but not overdress.

