

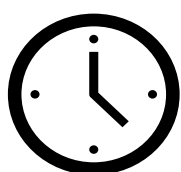
# I'm going to a JOB INTERVIEW!

## How do I prepare?

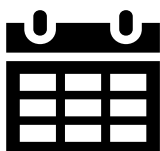
A job interview is an opportunity to impress your future employer. Your appearance is important. It is important to appear prepared and professional at the job interview.

During the job interview, the employer (or the HR officer in charge) evaluates the job applicant.

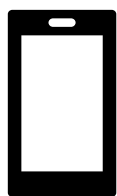
## How to behave at the interview?



1. **ARRIVE ON TIME!** Ideally even 10 minutes early. This will give you time to calm down.



2. **PUT YOUR PHONE ON SILENT MODE!**



3. **READ UP ON THE COMPANY OR FIRM YOU WANT TO WORK FOR.** Use their website and social networks.

4. **HIGHLIGHT YOUR STRENGTHS.** Read the information about the position and highlight why you are the right candidate.

5. **DON'T PRETEND ANYTHING.** It's better to appear natural.



6. **DON'T MAKE THINGS UP.** If you are hired, a lie may be exposed and you may lose your job quickly. Remember that you will probably have a probationary period in your contract.

7. **EXPRESS INTEREST IN THE POSITION AND ASK FOR DETAILS.** At the interview you have the opportunity to ask for detailed information about the position and the job description.

8. **ATTENTION!** Did you state in your CV that you speak a foreign language? It may happen that part of the interview will be held in a foreign language.



9. **SPEAK POLITELY.** Excessive gesticulation, raising your voice or interrupting others' speech is not appropriate.

10. **AT THE END OF THE INTERVIEW, THANK THEM FOR THE OPPORTUNITY OF THE MEETING.**



Don't forget that your overall impression will be emphasised by the clothes you wear to the interview. A firm handshake upon arrival and departure will also help.



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