



**IsToBe**  
Coaching Leaders & Teams

Career Coaching in collaboration with  
**My Future Works**



**Be ready for the job interview**

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## The 10 commandments of the interview (f-t-f or virtual)

1. Be shipshape and on time
2. Be relaxed while showing your enthusiasm
3. Prepare yourself on questions and prepare questions yourself
4. Know what the interviewer is looking for and answer to the point
5. Sell yourself and your talents and expect a search for your weaknesses

## The 10 commandments of the interview (f-t-f or virtual)

6. Always tell the truth and have examples ready
7. Be yourself and adapt enough to better connect
8. Never be negative and smile from time to time
9. Only go home when you know the next steps  
(average before first reaction = 12 working days)
10. Realize that your image is created by what AND how you say it

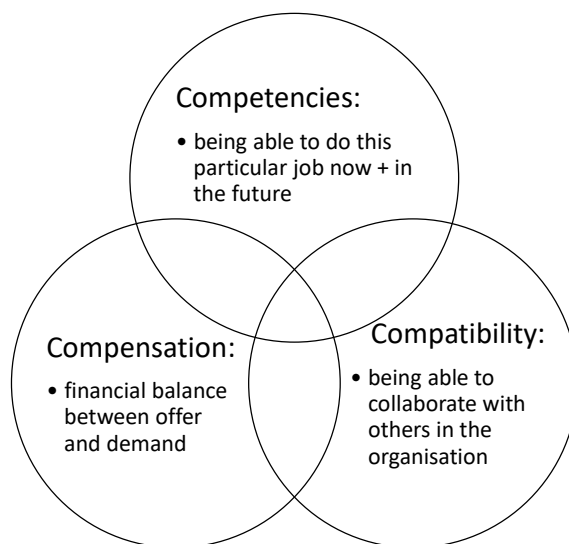


## Preparing for the interview

- do “research” on the employer
- know who you will see
- bring your “materials” with you (copy of CV, portfolio, reference list, ...)
- prepare your answers:
  - know yourself (better):
    - e.g.: [www.viacharacter.org/Survey/Account/Register](http://www.viacharacter.org/Survey/Account/Register)
    - “tools & tests” on job sites e.g. [jobat.be](http://jobat.be) “doe de test”
    - behavioural profile: e.g. Insights Discovery
  - <https://www.jobat.be/nl/salariskompas>
- prepare your own questions:
  - market, company, company culture, your responsibilities, roles, accountabilities, expectations, training, resources, evaluation criteria, ...



The interviewer looks for the “Triple Comp”...



from: Career Manual LHH

More than  
just one  
interview

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first screening: internal or external

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phone – virtual – life ...

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single or multiple interview

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single or multiple interviewers

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assessment: individual (or group)

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case study

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## Competency Based & Behavioural interview:

- Aim: check the candidate's profile against desired key competencies
- How: search for examples of concrete, real life behaviour
  - behaviour in the past is an indicator for future behaviour
- Typical questions:
  - can you give me an example of ...
  - describe me a situation in which you ...
- Screen the announcement or job description to detect key dimensions (e.g. stress resistance, analytical skills, conflict mgmt., communication, team working, ...)



## Your answers

- STAR-technique: accurately and truthfully describe
  - a specific Situation or experience
  - your Task or role in it
  - the way you Acted or dealt with it
  - the Result you obtained
- concrete, short & practical, do not generalise
- positive and consistent
- congruency between “what” and “how” you say it
- establish dialogue
- show enthusiasm & self-confidence but no arrogance



## Positioning yourself

- the most frequent question: *"Tell me something about yourself"*
- your answer: max. 3 minutes
- say who you are NOW and what you can offer
- give the added value you can have for them
- liaise your assets as much as possible with the job requirements
- show your motivation



## Common or difficult questions

- Why are you interested in this job / this company?
- What do you know about our company?
- What kind of job are you looking for?
- What is your ideal job? Why?
- What are for you the most important aspects in a job?
- How did you prepare for this interview?



## Common or difficult questions

- Why did you choose this field of study? What did you enjoy most / least?
- Why did you start a Ph.D.?
- Any other trainings or courses you followed? Why?
- What else did you do apart from studying?
- What is the added value you can have for us?
- Your contribution to the team?
- How would others describe you?
- Describe yourself in 3 words
- What are your strengths? And your weaknesses?



## Common or difficult questions

- Why would we choose you instead of the other candidates?
- What are you most proud about? Your biggest disappointment?
- What is your biggest success / failure?
- What was in the last years your biggest challenge? How did you tackle it?
- What was the most thought-provoking feedback you ever received?
- Give me an example of a moment when you gain / loose interest in an activity or project
- What provokes stress in you? How does that show?



## Common or difficult questions

- How do you see yourself integrating / functioning in this organisation?
- What kind of boss would you prefer? Kind of colleagues?
- What do you expect from your team members?
- How long do you want to stay in this job?
- Where do you see yourself in 5 years time?
- What are your salary expectations?



## Common or difficult questions

- Are you interviewing for other open functions?
  - Have you already been refused for other jobs?
  - We want at least 3 years experience ... (and you don't have it)
  - If you could change yourself: what would you then change?
  - What do we not yet know from you that we should know?
  - What questions do you have for us?
- 
- Are you willing to run 3x around the building if we then offer you a job?



Choose a job you love  
and you will never have  
to work a day in your life  
(Confucius)

