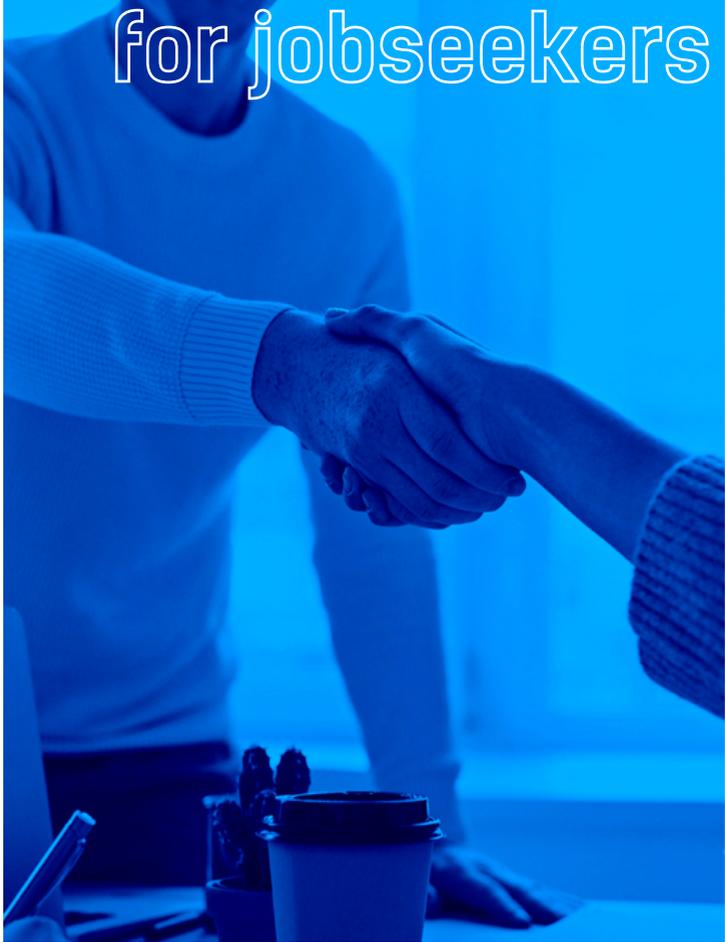


Interview Guidelines



for jobseekers

Erasmus Jobs



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Looking for a job is daunting, certainly if you are a fresh graduate trying to make the most of your mobility experience. Apart from a few rare exceptions, most people find it scary to talk about themselves and certainly if the goal is to make the other want to hire you. These interview guidelines will help you to make get hold of your nerves and enjoy the job interview. Try and turn it into a conversation – that’s the nicest that can happen for both parties involved.

1

BE PREPARED

Finally! You’ve managed to land that job interview. The key to success here is: preparation. There is nothing worse for an employer to conduct an interview with someone who does not really know what she or he is doing there. Before the interview take a good look on the company’s website and social media to gauge their vibe and communication style. Researching the company’s values, mission, and goals as well as the people you will be working with, is a step that you should not overlook. This will help you align your answers to their expectations, adjust your behaviour and show them that you are an awesome fit for their team.

VIRTUAL INTERVIEWS: BE EXTRA PREPARED

2

Don’t forget to check your connection and test your web camera and microphone beforehand. Set up your camera in a way that compliments you, use your headset – preferably – to avoid poor sound quality and adjust the lighting in the camera

settings or in your room to ensure that you look your best in the frame. Do check your background.



3

BE PROFESSIONAL

Dress code is a thing. And when we talk about ‘[properly dressed](#)’, it is not only about your clothes. Maybe you want to rethink that big beard or your dark nail polish, as they could take away some of your professional attitude. Look at the organisation’s website to gauge the image which they aim to project. If in doubt, play on the safe side, don’t overdo it, and choose an appearance that reflects the work field you want to enter. Also think about body language. Sudden movements and stiff posture will make your interviewer(s) tense as well, while crossed arms and laid-back style of sitting makes you look arrogant. Make sure to sit up straight and not in a closed position. On top of that, each country has a different style of non-verbal communication; in some countries eye contact is very important, whereas in others it should be avoided. Make sure to read into this beforehand.



VIRTUAL INTERVIEWS: CONTINUE TO BE PROFESSIONAL

Being in the comfort of your house or in a familiar setting doesn’t mean that you can dress in a comfy outfit. You should dress the part! Throw on your favourite business-casual outfit and look professional from head to toe, exactly as you would if you were invited to an in-person interview.



PRACTICE

Job requirements vary, so ensure to read each job specification carefully and single out the traits that are deemed important. Answer using examples, test your examples with a few friends. Do the chosen examples underline what you want to illustrate?

VIRTUAL INTERVIEWS: ABSOLUTELY PRACTICE



Having a test run on Skype sounds great but pay attention to what platform the interviewer uses. And if possible, practice the interview with a friend using that platform. This way you could not only test if everything is working properly but you could also get feedback on how you look, speak and your body language. And yes it is OK to keep a notebook next to you or even to put post-its on your screen with general info, and sneak a peek during the interview. Just ensure that your notes are in bullet points, in a readable font, and know exactly what is where, so you won't get distracted from the conversation.

So now that you know all the important tips... take a deep breath, relax and don't forget your gorgeous smile. Always remember that there is a reason that your application stood out, so be yourself and be confident. You own it!

This post may help you to get started: [Have a look at the 6 steps for job-hunting success.](#)

