





JOB INTERVIEW PREPARATION



WOMEN4IT

Iceland  Liechtenstein  Norway grants
Norway grants

Markos Korvesis

Career Coach



CONGRATULATIONS!!

You have been
chosen
from possibly
hundreds
or even thousands
of applicants
to be interviewed!



PHASE

1

200-300 CVs

PHASE

2

20-40 CVs

INTERVIEW

3-6 CVs



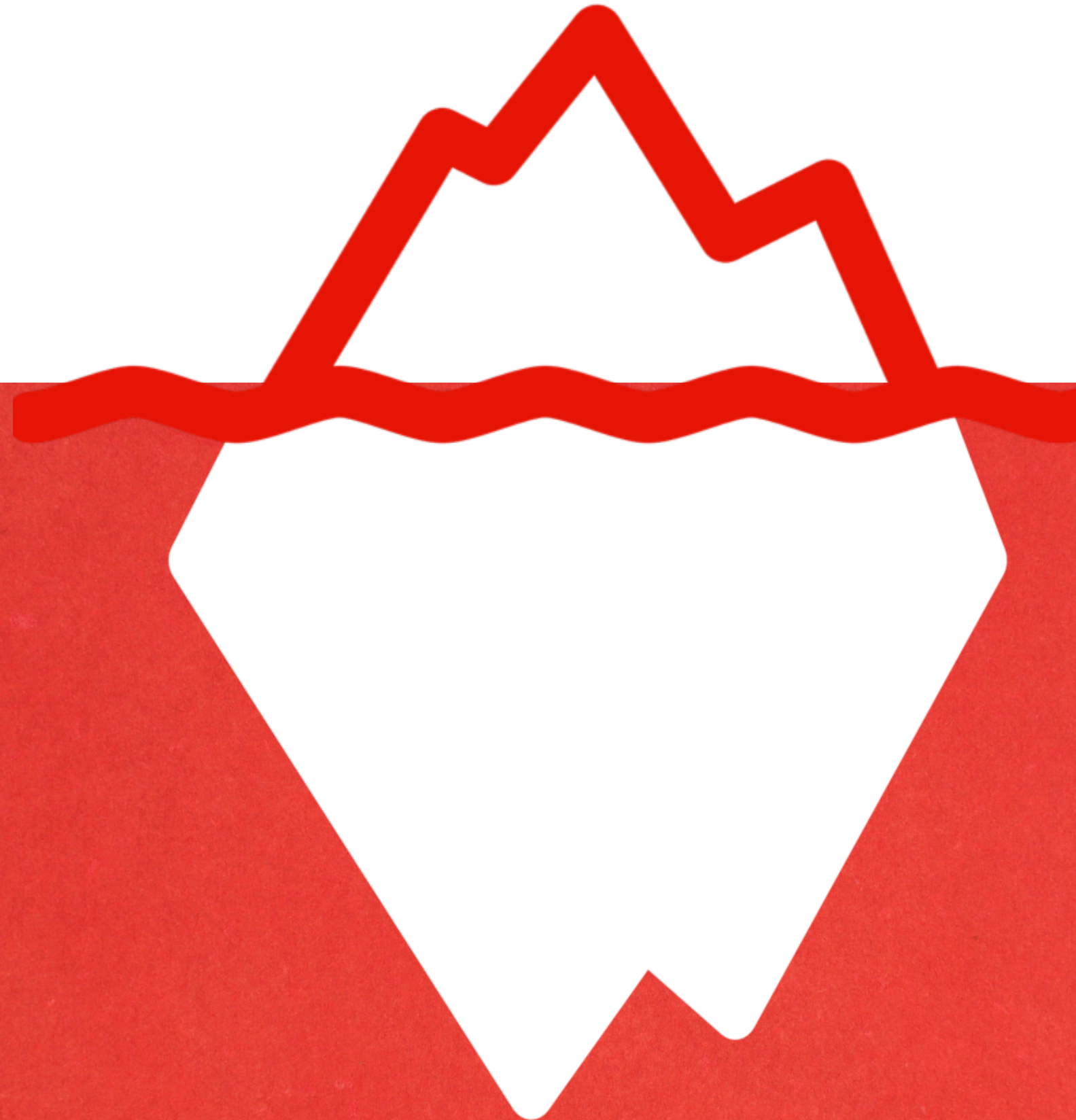
* (ATS – Applicant Tracking System)

THE SUCCESS OF AN INTERVIEW IS BASED ON:

25%
During

65%
Preparation

10%
After





7+3

JOB INTERVIEW TYPES

1.

PHONE INTERVIEW

It is mainly used for a 1st screening interview.



2.

IN-PERSON INTERVIEW

It is usually the 2nd
interview.



3.

VIDEO CALL INTERVIEW

Zoom – Skype – WebEx –
Microsoft Teams – Google
Meet/Hangouts – WhatsApp –
Viber, and more.



4.

PANEL INTERVIEW (2 OR MORE INTERVIEWERS)

The interview is conducted both in-person and through video call. Participants may include Recruiters, HR Managers, Department Managers, Supervisors, General Managers, Company Owners, CEOs, and Presidents, among others.



5.

GROUP INTERVIEW (2 OR MORE CANDIDATES)

The interview is conducted both in-person and through video call, typically for positions with little or no work experience.



6.

CASE STUDIES, PSYCHOMETRIC TESTS & PRACTISING TASKS

They want to see the knowledge, abilities, and experience you have in a specific area.



7.

CAREER DAYS, JOB FESTIVALS INTERVIEWS

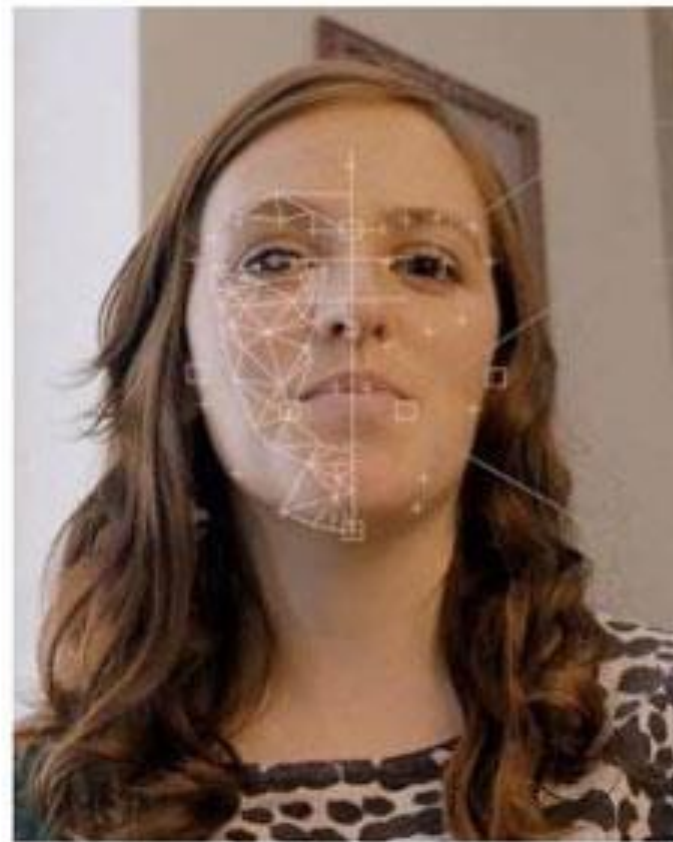
They are very valuable for information and networking with HR personnel. They can also be done online.



8.

AI VIDEO INTERVIEW WITH ARTIFICIAL INTELLIGENCE

Some virtual interviews are conducted through pre-recorded video, while others utilize AI technology such as HireVue to conduct the interview in real-time.



Video Interview



Natural Language Processing
+
Facial Recognition

- Body language
- Word choice
- Tone
- Interview transcript



9.

AI - ARTIFICIAL INTELLIGENCE UNBIASED RECRUITER ROBOT

Candidates are evaluated from the Tengai Robot of Furhat Robotics.



10.

ALTERNATIVE INTERVIEW

They test candidates in various scenarios to evaluate their behavior. For example, in a cafe, they might tell the server to bring the wrong order to see how the candidate will react.





CATEGORIES

OF INTERVIEWING QUESTIONS



CV



BEHAVIOR



PUZZLES



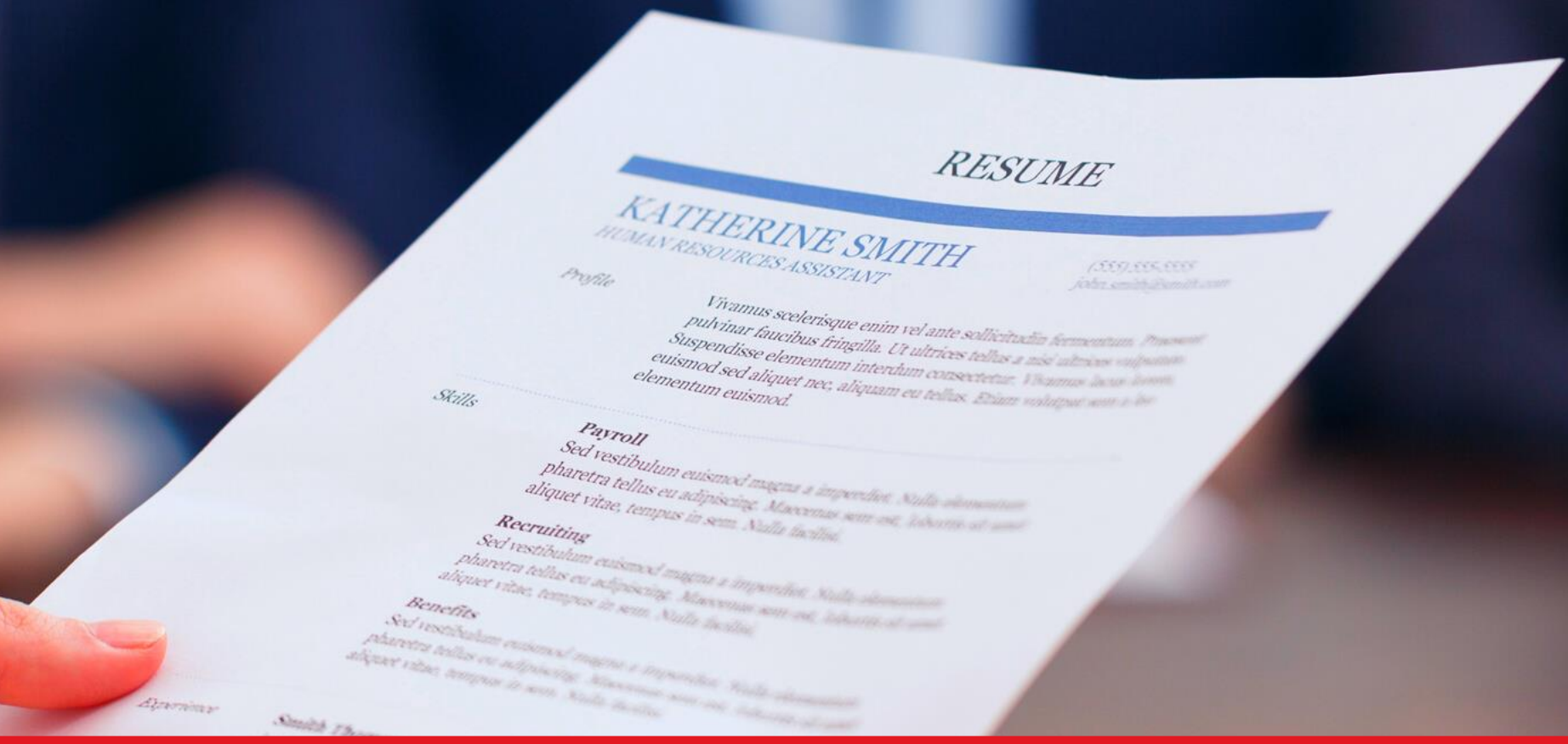
SELF-KNOWLEDGE



**COMPANY,
INDUSTRY, NEWS**

1. QUESTIONS

• ABOUT CV



CV:



Why did this position last so **little** time?



Why do you have such a **large gap** in employment?



Why did you **leave** your **previous** job?



Why do you want to **leave** your **current** job?



Why did you study this **subject**?



What did you **learn** from this online course?



What do you do for **professional development**?



What are your **salary** expectations?

Do research, push them to tell you the available budget first, otherwise give them a range of salary 10-30% higher than what you would want, a good source for information is Glassdoor.com and Randstad's annual salary survey.

Δημητριάδου
Αναστασία

Phone: +30 6900000000
Email: a.dimitriadou@gmail.com
Διεύθυνση: Αθήνα
LinkedIn: Dimitriadou Anastasia

ΓΛΩΣΣΕΣ

- Αγγλικά C2, Proficiency
- Γερμανικά A2

ΔΕΞΙΟΤΗΤΕΣ Η/Υ

- Word: 60%
- Excel: 75%
- Power Point: 75%

ΔΕΞΙΟΤΗΤΕΣ

ΠΡΟΣΩΠΙΚΕΣ	ΕΠΑΓΓΕΛΜΑΤΙΚΕΣ
Εξωστρέφεια	JavaScript
Αναλυτική Σκέψη	PHP
Ομαδικότητα	Python
Αντοχή στη Πίεση	C++

SUMMARY

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining

ΕΠΑΓΓΕΛΜΑΤΙΚΗ ΕΜΠΕΙΡΙΑ

- SENIOR BACK END DEVELOPER** 12/2021 – σήμερα
IT Company | Αθήνα
- It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout.
- The point of using Lorem Ipsum is that it has a more-or-less normal
- LEAD BACK END DEVELOPER** 12/2019 - 11/2021
Software Company | Αθήνα
- It is a long established fact that a reader will be distracted
- There are many variations of passages of Lorem Ipsum available
- The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content
- FULL STACK DEVELOPER** 02/2019 - 11/2019
Telecommunication Company | Αθήνα
- It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout.
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ΕΚΠΑΙΔΕΥΣΗ

- MSc IT SECURITY MANAGEMENT** 09/2014 - 06/2015
Arden Study Centre | Berlin
Πτυχιακή: Software Engineering and Management
- ΠΛΗΡΟΦΟΡΙΚΗ ΚΑΙ ΤΗΛΕΠΙΚΟΙΝΩΝΙΕΣ** 09/2010 - 06/2014
Εθνικό και Καποδιστριακό Πανεπιστήμιο Αθηνών | Αθήνα
Πτυχιακή: Βελτιώσεις στην εξαγωγή, τα μικροσχέδια και άλλες λειτουργίες του εργαλείου συγγραφής του έργου M-PIRO

ΣΕΜΙΝΑΡΙΑ ΚΑΙ ΣΥΝΕΔΡΙΑ

- Communication Systems for Industry** 05/2013 - 05/2016
Ένωση Πληροφορικών Ελλάδας | Αθήνα, 4 ώρες
- Communication Systems for Industry** 03/2013 - 04/2013
Ένωση Πληροφορικών Ελλάδας | Αθήνα, 16 ώρες
- Communication Systems for Industry** 05/2012 - 05/2012
Ένωση Πληροφορικών Ελλάδας | Αθήνα, 8 ώρες

ΕΠΙΠΛΕΟΝ ΠΛΗΡΟΦΟΡΙΕΣ

- Συστατικές Επιστολές Διαθέσιμες εφόσον ζητηθούν
- Δίπλωμα Οδήγησης Διάθεσιμο - Γ' κατηγορίας

Learn **your CV** and
help the recruiter understand **the relevance of the role** to you!










2. QUESTIONS

• SELF-KNOWLEDGE








Self-knowledge:

-  Tell me about **yourself**?
-  Why are you applying for this particular **position**?
-  Why do you want to work with **us**?
-  What are your **strengths**?
-  What are your **weaknesses**?
-  What is your **ideal** work environment?
-  How do you see yourself in **2 years** from now?



Self-knowledge:

-  What is your **management style**? (for leading roles)
-  Why **should** we hire you?
-  Why **shouldn't** we hire you?
-  What do you believe sets you **apart** from other candidates?
-  How would your colleagues **describe** you?



Connect your answers with the role you are applying for!



Answering methodology for the question “Tell me about yourself”

INTRO

Short introduction about your work and educational experience

FUTURE PLANS

I am passionate about the X field...

HOW YOU'LL GET THERE

I attend seminar, reading articles, following mentors...

WHY THIS COMPANY

That's why I applied for this role...

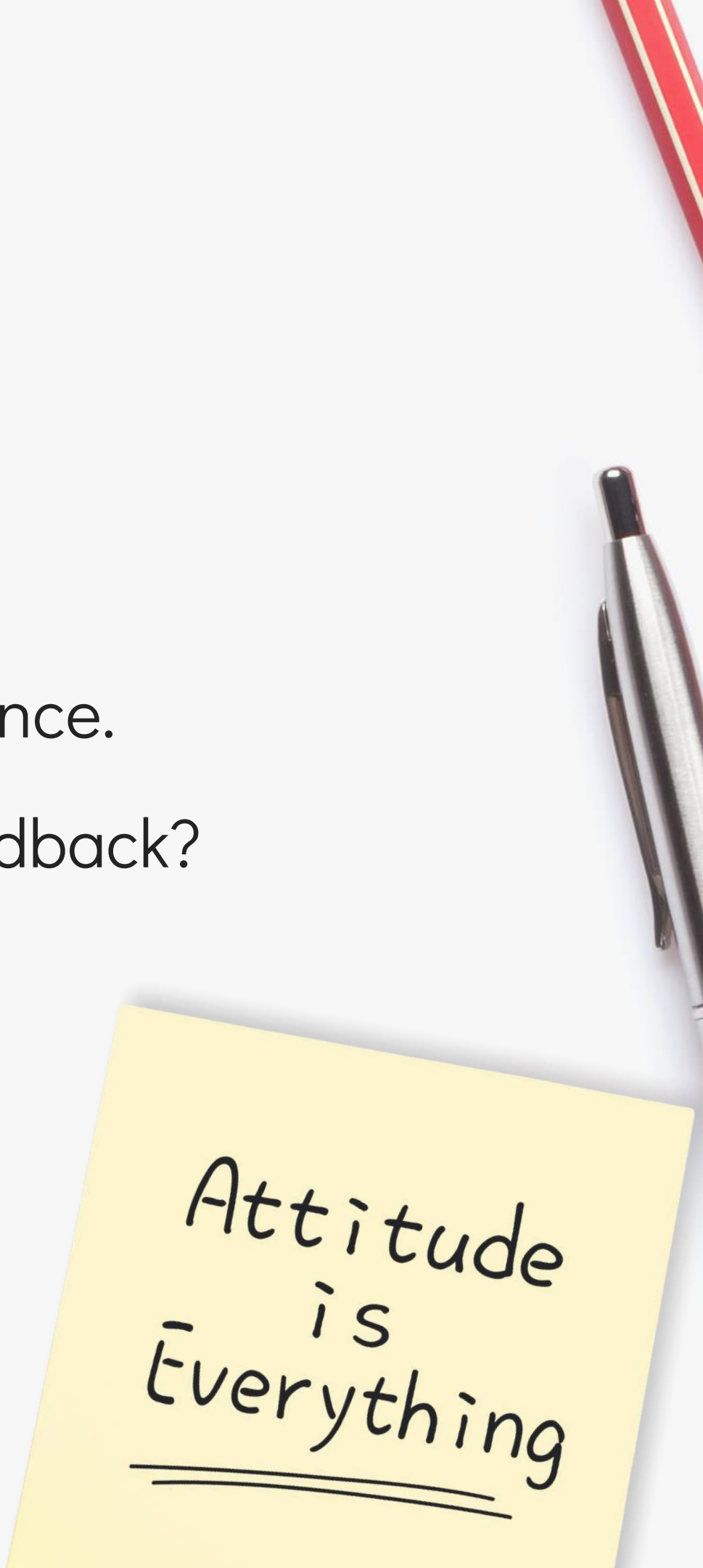
3. QUESTIONS

• BEHAVIOR



Behavior:

- ⊗ What is your biggest **failure**?
- ☑ What is your greatest professional **accomplishment**?
- ★ Tell me about a **challenge** you faced in a previous work experience.
- ⬇ Can you describe a time when your work received **negative** feedback?
- ⚡ How do you handle **stress**?
- 🏠 What did you do during the COVID **lockdown**?
- 🤝 What will you do in the first **30 days** if we work together?



Attitude
is
Everything

S ITUATION

You describe the context:
Where, when & who it was
your role in that example.

T ASK

You describe the
challenge and what
needed to be done.

A CTION

You analyze what you do,
how you did it and what
tools-techniques you used.

R ESULTS








You explain the results, what
you achieved, what was
recognized, and, if possible,
quantify them. In case of
failure, share what you
learned.

4. QUESTIONS

COMPANY, INDUSTRY, NEWS



Company, Industry, News

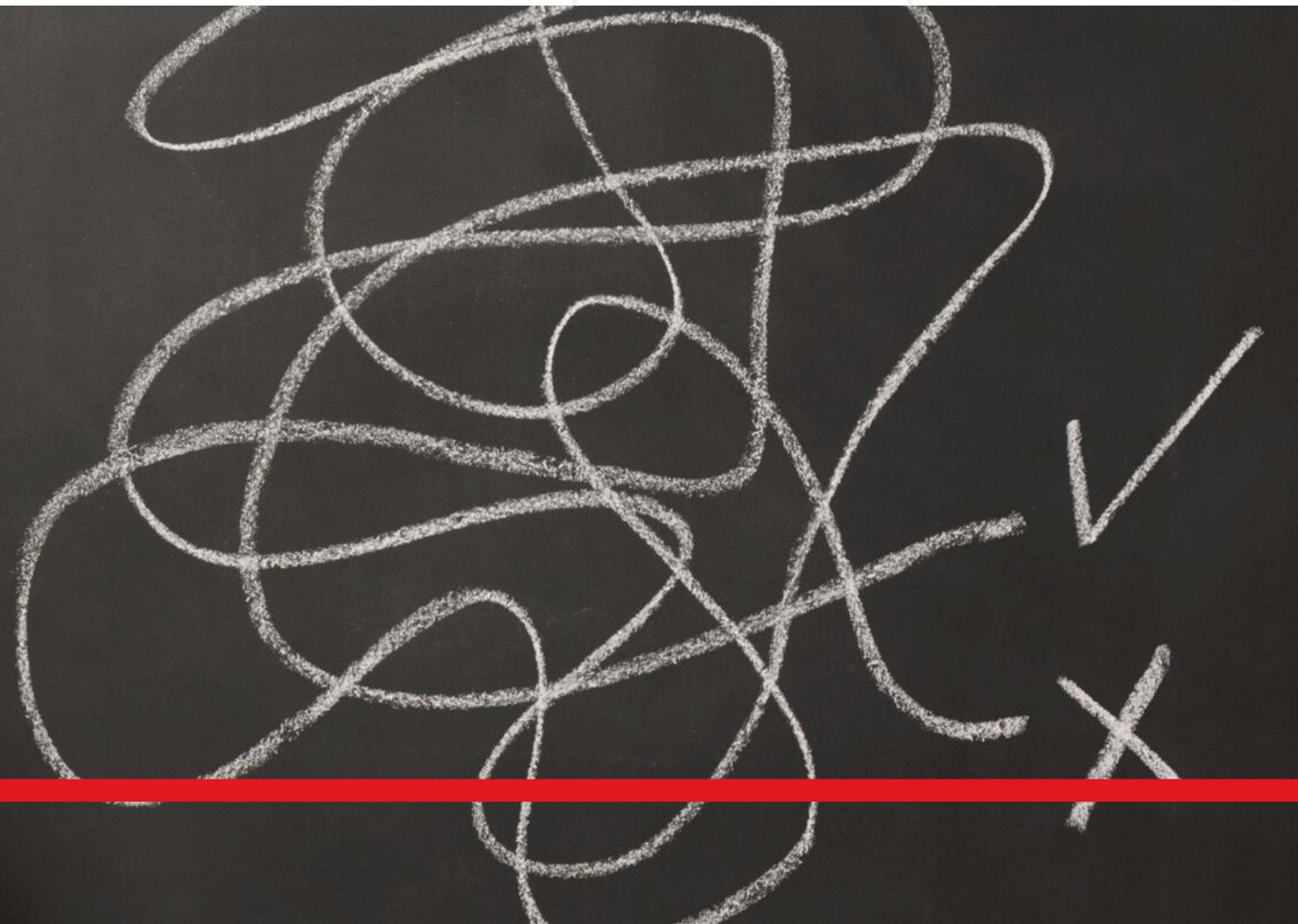
-  What do you know about our **company**?
-  Who is the **CEO/President/Managing Director** of the company?
-  Who are our main **competitors**?
-  What do you know about our **industry**? What experience do you have?
-  How do you stay informed about industry **news**?
-  How has COVID **affected** our industry?
-  Do you have any **questions** for us?

“ What value can you add to the company? ”






5. QUESTIONS

● PUZZLES



Puzzles

-  Sell me this pen
-  How would you sell ice to an Eskimo?
-  Describe the internet to a 5 years old kid



The Recruiter wants to see your thought process!



ILLEGAL

AND UNPROFESSIONAL QUESTIONS



Illegal and Unprofessional questions

- ✗ What salary did you receive/do you receive in your current/previous position? (Illegal in some countries)
- ✗ Are you married? Do you have a relationship? (Illegal in EU)
- ✗ Do you have children? Are you pregnant? Do you plan on having children? (Illegal in EU)
- ✗ How old are you? (Illegal in EU)



Some discriminate, others ask out of naivety.



How do we reply to these questions?

- ✓ The salary that I received/receive in my previous/current role is based on an agreement for specific duties, knowledge, and experience. What budget or compensation package do you have available for this position? Let's discuss it.
- ✓ I am happy to provide you with personal information as soon as we agree that I fit the role and we agree to work together.
- ✓ How are these factors evaluated in determining whether I am suitable for the role?
- ✓ This question is about personal information and is illegal, I would like to stay on questions that are related to the duties and requirements of the role.
- ✓ I assure you that I am able to fulfill the responsibilities of the role.



It's up to you to answer appropriately!





WHAT TO DO

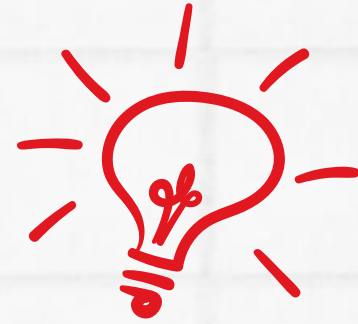
AFTER

THE INTERVIEW?

- You should send a **thank-you** email or LinkedIn message within **24 hours** of the interview.
- Emphasize your **interest** in the position and mention anything you may have forgotten to say during the interview or any relevant information that was discussed. Find out when they expect to make a decision and **follow up** via email or LinkedIn message 2-3 days after the date they mentioned. If you don't get a response, call them. Follow up every week (up to 2 times), ideally on a Tuesday or Wednesday morning, to check on the status of the evaluation for the role.



FINAL TIPS!



- **Avoid** negative comments about previous employers
- Maintained a **positive** vocabulary throughout the interview
- Always **ask** the employer questions at the end of the interview
- **Answer** all potential questions before the interview
- The **one-mile rule** (Avoid mentioning anything about the interview while you are close to the company)
- Send a **thank-you** email within 24 hours of the interview
- Keep your answers concise, up to **90 seconds** per answer

Thank you!



*“If you are not doing
what you love, you are
wasting your time.”*



Markos Korvesis

markos@leadcompass.gr

+306977761644 (WhatsApp/Telegram)

