

# TIPPS FOR YOUR JOB INTERVIEW

## SOLUTION TO QUESTIONS

Source: BFI NÖ Berufsreifeprüfung Englisch Skriptum

### 1. Why is it necessary to study the job description of the vacant job?

The interviewer is very likely to ask what the applicant knows about the company and why s/he wants the job.

### 2. What else should you do before the job interview? Why is this important?

- Practice with your friends and relatives and be prepared to answer common questions interviewers ask.
- Collect and arrange your important papers. This makes you look organized and professional.
- Don't forget to bring along relevant documents (e.g. extra resumes, reference lists, immigrant work-authorizations papers, letters of recommendation, etc.) and information required on job applications
- Bring at least one pen and pencil, and a notepad too.
- It would be good to go for a shower, to brush your hair and to dress appropriately.
- Arrive five minutes earlier for the interview.

### 3. Make a list of what you should and should not do during a job interview.

*DOs:*

- Smile and offer a firm handshake.
- Introduce yourself.
- Be sincere.
- Avoid informal greetings.
- Behave as the interviewer does, but always remain courteous and professional.
- Try to appear relaxed (but not too much!).
- Show good manners.
- Move your chair closer to the interviewer's desk.
- Sit with good posture.
- Maintain eye contact with the interviewer.
- Say "No, thanks!" to snacks.
- Follow all the good eating manners, e.g. put your napkin in your lap.

- Order only moderately-priced items from the menu.
- Thank the interviewer for the meal.
- Only ask about important matters (e.g. job duties, management style, etc.)
- Be ready to discuss matters such as salary, benefits and perks at any time.

*DON'Ts:*

- Don't greet the interviewer as you would greet your friends. So avoid informal greetings.
- Don't be too relaxed (e.g. putting up feet on the desk).
- Don't invade the interviewer's personal space.
- Don't cross your arms over your chest.
- Don't fidget.
- Don't stare at the interviewer, but don't look away too often either.
- Don't eat, drink, chew gum or smoke. Don't even ask if it's okay.
- At an interview meal don't order anything complicated and messy to eat or bad-breath foods.
- Don't order alcohol(ic drinks).
- Don't ask too many questions.

#### **4. Why should you send a thank-you letter to the interviewer?**

It is professional and courteous and makes the applicant something special, so that s/he stands out in the minds of the interviewers. As many interviewers expect it, it's good to do what they expect.

#### **5. What is the best reaction when you don't get an answer from the interviewer?**

If the interviewer doesn't contact the applicant after they said s/he'd hear from them, the applicant should send a follow-up letter. But the applicant should not call without permission.