

How to ace a job interview

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Shift your perspective

"We have no good reason to fear contact with other people. We only have to realize that they are human beings like ourselves, with the same aspirations and the same needs, and it becomes easy to break the ice and communicate"

Dalai Lama

Be confident. Demonstrate confidence

Because you're worth it
L'ORÉAL
PARIS

Tool 1: mini survey

- Which 3 words describe me the best?
- Which are the 3 main things I'm good and excel at?
- What are the 3 main opportunities I have to develop myself?

Uncover your potential

Tool 2: your SWOT

Strengths

- What do you do better than others?
- What's your talent?
- What competences do you have that are relevant and valuable for the job?
- Which specific and transferable skills do you have?

Weaknesses

- Which tasks and responsibilities you don't like?
- What are the development opportunities your manager/professor and peers flagged?
- What can and should you improve?

Opportunities

- In which industry/field/position could you easily move?
- What development / training would be value adding for you?
- Which industry/company is in particular need of your type of profile?

Threats

- What do other candidates have more/better than you?
- What are the obstacles you face in your way to the job?

Confidence and arrogance: a fine line

- Strive for content, not cliché
- Quantify your accomplishments
- Be honest and authentic
- Minimize superlatives and unnecessary adjectives

Tell me about yourself

- Keep it short
- Keep it to the point
- Show how your profile matches the job

Tool 3 –



Some basics

- Research organization and position
- Practice makes perfect
- Explain it to your Grandma
- “I” for accountability
- Smile . . . even on the phone
- Have your list of questions
- Prepare your closing statement

Tool 4: the STAR*

Can you describe a situation where you showed amazing speed of thought and self control in the face of persistent and irrelevant questioning



* Situation, Task, Action, Result

Crush the stereotype

- You can never forget your first love

Why are you not applying for a job in academia?

How important is it to you to be in the lab?

Where do you see yourself in 5 years?

- How does your professional experience meet the needs of this position?
- Can you tell me of a situation when you . . .
 - made a good and quick decision based on limited information
 - were requested to abandon/park your project to work on something else

Closing note

A job interview is like a sport competition. The winners are the:

- Most determined
- Best prepared
- More equipped
- Most realistic

Thank-you!