

Preparation for the job interview

After you receive an invitation for a job interview:

Examine your own abilities

- What am I good at? What are my strengths?
- What are my skills, abilities and personal qualities?
- What did my former bosses like about me?
- What do I have experience in?



What information is available about the company? => Go to the homepage of the company to gather the necessary information.

- How big is the company?
- How many employees does the company have?
- What about corporate culture / mission statement / principles ...?

Worries or insecurities about the upcoming job interview?

- What am I afraid of?
- What did not go well at the last interview, why?
- Where did I feel insecure?
- What went well?
- What do I want to do differently at the upcoming job interview and what do I need for this?

Questions that may be asked at the job interview:

Personal questions and questions about your motivation

- Tell me something about yourself
- Why do you want this job?
- Why haven't you been working during the last years?
- Please name one personal strength and one personal weakness.
- Why do you have a gap in your CV?
- How do you deal with stress and noise?
- What do you do in your free time in order to recharge your batteries?
- Why were you fired? / Why did you quit?

Social skills

- How do you deal with conflicts?
- How do you respond to criticism?
- How do you react if you disagree with a decision?
- How do you express criticism? (to colleagues and superiors)

Work method / company

- What do you know about our company?
- Tell us about your experience with XY (systems, processes, projects, ...).
- How do you motivate yourself?
- Do you prefer to work alone or in a team? Why?
- How do you deal with making mistakes?
- What does "a good team" mean to you?

→ Practice the questions you find difficult at home, in front of a mirror or with a partner.
IMPORTANT: Say the answers out loud.

Preparing your own questions for the interview

Only write down real questions that you are actually interested in. It is permitted to take notes during the interview, so you can write down your questions and ask them at the end.

Possible questions could be:

- Which people or departments will I work with?
- Is there an opportunity to meet the team?
- Is there a detailed job description?
- Can I visit my future workplace?
- What is the usual training phase like, how long does it last?
- How do you support your employees?
- When may I expect your decision?

Preparations at home

Prepare a folder with questions and a copy of your application file, and bring a pen and paper or a notepad, the job advertisement, the invitation to the interview (if in written form), a calendar planner (or cell phone with your calendar). Note the name of the person who will conduct the interview. Plan your journey: public transport, bicycle or by motorized means? How long will I need? Do I need a parking space? Maybe check out the location a few days before the interview.

On the day of the job interview

Shower, wash your hair, brush your teeth. A neat and well-groomed appearance is important! Put on clean and fresh clothes, clean your shoes if necessary. Regarding clothing, the rule of thumb is that it should be appropriate for the job, and you should feel comfortable in it. Arrive at the interview on time! The rule of thumb is 5-7 minutes before the actual agreed time.



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The first impression

Handshake (usually not done during the COVID pandemic), eye contact, politeness, clothing, physical appearance - all this affects the first impression. Speak loud and clear and ask questions if you do not understand something.

The TRiiO team wishes you success in your future job interviews!