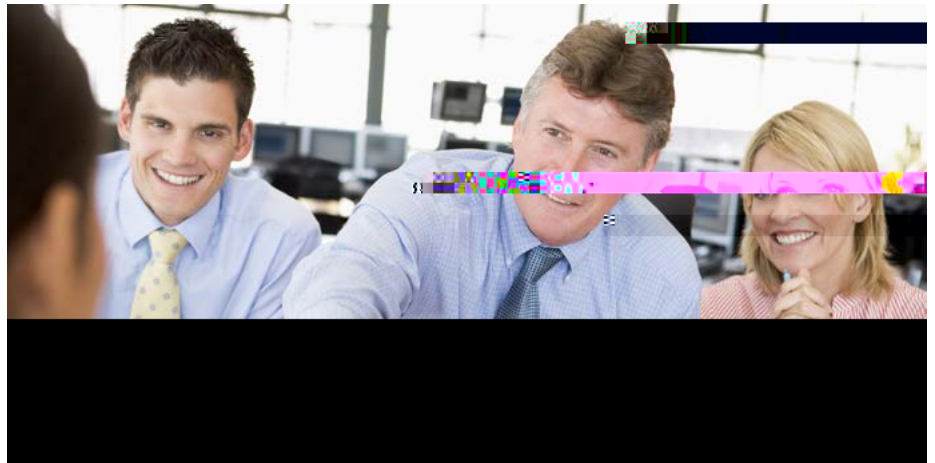


Job interviews



Typical interview structure

1. Introduction
2. Candidate's background
3. Candidate's experience
4. Candidate's skills
5. Candidate's interests
6. Candidate's expectations
7. Candidate's questions
8. Interviewer's questions
9. Interviewer's feedback
10. Interviewer's closing

Types of interviews

1. Structured
2. Unstructured
3. Semi-structured
4. Behavioral
5. Case
6. Telephone
7. Video
8. Group
9. Panel
10. Stress

1. Introduction
2. Candidate's background
3. Candidate's experience
4. Candidate's skills
5. Candidate's interests
6. Candidate's expectations
7. Candidate's questions
8. Interviewer's questions
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10. Interviewer's closing

Case interview preparation

1. Read the case carefully
2. Identify the key information
3. Analyze the data
4. Develop a solution
5. Present the solution
6. Answer the interviewer's questions
7. Ask the interviewer's questions
8. Thank the interviewer
9. Follow up
10. Reflect on the experience

Behavioural interview preparation

1. Identify the key competencies
2. Prepare examples of your behavior
3. Practice your responses
4. Answer the interviewer's questions
5. Ask the interviewer's questions
6. Thank the interviewer
7. Follow up
8. Reflect on the experience

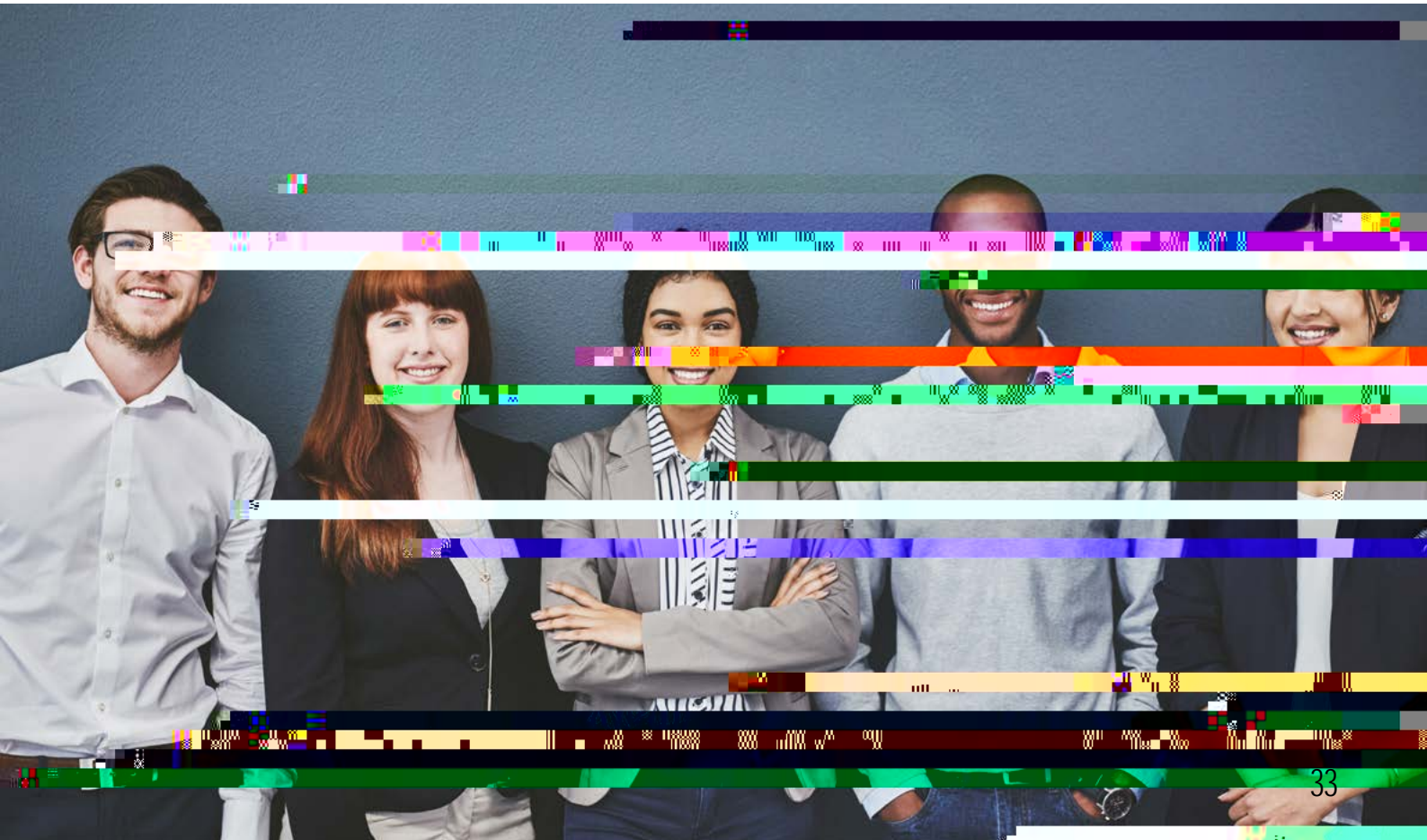
Telephone interviews

1. Introduction
2. Candidate's background
3. Candidate's experience
4. Candidate's skills
5. Candidate's interests
6. Candidate's expectations
7. Candidate's questions
8. Interviewer's questions
9. Interviewer's feedback
10. Interviewer's closing

1. Introduction
2. Candidate's background
3. Candidate's experience
4. Candidate's skills
5. Candidate's interests
6. Candidate's expectations
7. Candidate's questions
8. Interviewer's questions
9. Interviewer's feedback
10. Interviewer's closing

Handwritten notes in a cursive script, appearing as bleed-through from the reverse side of the page. The text is mostly illegible due to the handwriting and the bleed-through effect.

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The first part of the interview is the most important. It sets the tone for the rest of the conversation. You should start by introducing yourself and stating the purpose of the interview. This is followed by a series of questions designed to gather information about the candidate's background, skills, and experiences. The questions should be asked in a logical and structured manner, starting with general questions and moving towards more specific ones. It is important to listen carefully to the candidate's responses and to ask follow-up questions when necessary. The final part of the interview is the closing, where you thank the candidate and provide information about the next steps in the process.

The second part of the interview is the most important. It is the main body of the conversation where you ask the candidate a series of questions designed to assess their skills, knowledge, and experience. The questions should be asked in a logical and structured manner, starting with general questions and moving towards more specific ones. It is important to listen carefully to the candidate's responses and to ask follow-up questions when necessary.

Presentation

The presentation is the first part of the interview where you introduce yourself and state the purpose of the interview. This is followed by a series of questions designed to gather information about the candidate's background, skills, and experiences. The questions should be asked in a logical and structured manner, starting with general questions and moving towards more specific ones. It is important to listen carefully to the candidate's responses and to ask follow-up questions when necessary.

General interview tips

There are several general tips that can help you conduct a successful interview. First, it is important to prepare thoroughly before the interview by reviewing the candidate's resume and researching the company. Second, you should create a list of questions to ask the candidate, starting with general questions and moving towards more specific ones. Third, you should listen carefully to the candidate's responses and ask follow-up questions when necessary. Fourth, you should maintain a professional and friendly demeanor throughout the interview. Finally, you should thank the candidate at the end of the interview and provide information about the next steps in the process.

The third part of the interview is the most important. It is the main body of the conversation where you ask the candidate a series of questions designed to assess their skills, knowledge, and experience. The questions should be asked in a logical and structured manner, starting with general questions and moving towards more specific ones. It is important to listen carefully to the candidate's responses and to ask follow-up questions when necessary.

The final part of the interview is the closing, where you thank the candidate and provide information about the next steps in the process. This is an important opportunity to leave a positive impression on the candidate and to ensure that they understand the next steps in the process.

