

Interview behavior

- Keep eye contact. Do not forget how important sign language is. Watch your posture.
- Be polite and friendly with everyone you meet in the office. Do not forget to smile when entering the interviewer's office.
- If you are not sure that you have understood the question well, do not hesitate to clarify ("Did I understand correctly that ...").
- If you are introduced to someone, make every effort to correctly hear and remember the name of this person. If you can immediately address the interlocutor by name, it will make a favorable impression.
- Fill out all documents conscientiously. If you are asked to fill out any forms, remember that everything matters: literacy, accuracy, handwriting, and clarity of wording.
- Listen carefully to questions without interrupting the interlocutor.
- The interview usually begins with questions about your professional training or with a description of the vacant position and the organization as a whole. Listen carefully. Follow the direction of the conversation that the interviewer will set. Before answering a question, try to understand why it is asked, how to emphasize your strengths in the answer and what you should not talk about.
- When faced with the need to give negative information about yourself, do not deny the facts that correspond to the truth, but be sure to try to balance them with positive information about yourself.
- Avoid verbosity, answer to the point. Your answers to the questions asked should be direct and accurate. At the same time, you can supplement your answer with information that presents you in a favorable light. Be objective and truthful, but do not be too outspoken.
- Try to avoid cliches and platitudes, as well as give reasoned answers.
- During the interview, constantly correlate your professional experience or education with the real requirements of the position you are applying for.
- Tell the truth. Each inaccuracy will inevitably deepen the doubts that have arisen and raise further questions. In addition, you risk being in a very unpleasant situation if you forget at the second interview what you said at the first one. Remember that when you are hired, you will have to demonstrate everything that you talked about in the interview.
- Find out the duration of the interview and stick to the agreed time. This will help to properly allocate time between answers and questions, to determine the degree of detail of the answers.
- When completing an interview, remember the usual rules of politeness. At the end of the meeting, once again briefly state the arguments in favor of your candidacy, thank the interviewer for the attention paid to you and agree on when and how you will learn about the results of the meeting.