

JOB SEARCH TECHNIQUES

- α) Guide to creating a CV & Europass template
- b) "17 steps to stand out in an interview"
- c) "The 17 most challenging interview questions"
- d) "Job Search Techniques" (Nima V.-Trantos N.)

"JOB SEARCH TECHNIQUES"

1) Ways of looking for a job

The first and most important step in starting a job search is to identify the reasons why we are seeking to join or upgrade our current employment situation. The main reasons are usually financial need or the need for economic independence, the desire to participate in social life, the desire to contribute and create, and the pursuit of social recognition.

When looking for a job, we will often need to develop two-way communication with potential employers which, to be successful, requires a good knowledge of who we are and what we want, how we communicate with others, how we receive and transmit information, our skills, the requirements of potential employers and the job, and our ability to make choices.

The effort and process of finding an effective job is a full-time activity that requires rigorous and clear organisation. It requires setting priorities, planning a weekly action plan, organising and scheduling actions, filing tools (CVs, letters of recommendation, advertisements ...) and documents relating to the effort and a commitment to adhering to the action plan. Such organisation makes the job search effort more effective and helps to boost self-confidence. A key ingredient for job search is therefore the development of our professional personality and continuous improvement efforts through:

- * The development of work skills such as responsibility, initiative, teamwork, cooperation, communication in the workplace, organisational skills and target setting.
- * Attendance of seminars, workshops, post-educational programs.

When trying to find a job you need a clearly defined an "action plan", the implementation of which will be based on job search techniques.

Job search techniques are the methodology that helps the most effective screening of the candidate for the job applied for. These techniques include CV writing, CV cover letter, spontaneous application letter, preparing for personal interviews with employers, expanding the network of contacts, systematically recording advertisements from newspapers, using social media and web applications, and presentation cards.

The most common ways of looking for a job are:

- * Classified ads in the printed and electronic press
- * Using the dating network
- * Individual initiative
- * Business consultancy companies
- * Specialist job search sites
- * Employment Promotion Centres of the OAED
- * Career Days
- * University Career and Liaison Offices
- * Eurocouncillors
- * Business opportunities

Below are some useful web addresses where jobs are published: www.kariera.gr,
www.oaed.gr, www.apaxolisi.gr, www.ison.gr, www.icap.gr, www.skywalker.gr,
www.adecco.gr, www.xe.gr/jobs/ jobs.gr, www.justjobs.gr, www.intrajobs.com,
www.diorismos.gr, www.ethnos.gr/ergasia, www.randstad.gr, www.alfavita.gr,
www.proslipsis.gr, www.e-dimosio.gr, www.e-dimosio.gr,
www.europass.cedefop.europa.eu

2) Curriculum vitae

The CV is a short written document that presents the candidate for a job and constitutes his/her professional identity. It is a very important document for promotion, as it allows him/her to present his/her skills and qualifications in a clear and effective way, thus enabling the employer to form first impression of the candidate's professional profile. In general, the CV is a decisive factor for the successful outcome of the selection interview that will follow. It must be drafted with due care. The CV can be created using many templates for its preparation and the final form of each may vary.

However, a "standard" CV has been designed by the Council of Europe to establish a common format for all citizens in the European Union, the so-called Europass CV. If you want to continue your studies or work abroad you can use the Europass European CV template.

In this context, Cedefop - European Centre for the Development of Vocational Training (<http://europass.cedefop.europa.eu>), has standardised the CV form to allow qualifications and skills to be presented in a logical order.

a) In relation to its form:

- * It should be as short as two (2) pages but should not omit reference to important requirements of the specific position.
- * The presentation should be well-edited in terms of text formatting. Be structured in paragraphs with margins
- * Be legible. Typed on good quality A4 white paper, with a font size of 11 or 12 and headings 1 or 2 sizes larger.
- * The vocabulary should be simple and precise without abbreviations. It is advisable to avoid verbs and pronouns.
- * Contain no spelling or syntax errors.
- * Do not include a photograph (unless requested).
- * Be written in a pdf file
- * Be available in physical and electronic format.

b) In relation to its content

The CV should contain all the information that the employer needs to know and is structured in the following sections:

- ***Id:*** full name, home address, contact telephone numbers, email, date of birth and for men, if they have completed their military service. The personal data shall include a photograph if requested.
- ***Studies:*** Studies are listed in reverse chronological order (from most recent to oldest). For example, if a person holds a postgraduate degree, indicate the postgraduate studies first, followed by the bachelor's degree. The dates are given first, followed by the degree, the name of the educational institution and the degree grade if it is good.
- ***Work experience:*** briefly describe each job: the title of the position, the name of the company, the address and the duties you held briefly.

This section emphasizes the jobs we have had in the past that match the current position for which he or she is sending his or her resume.

When work experience is not extensive, we also mention positions that do not seem important, but which showcase hard work and skills acquired.

- ***Individual skills - knowledge.*** This section should include any language or computer degrees and any other degrees obtained.

Particular reference may be made to computer skills and the ability to operate specific programmes.

- **Training.** Indicate the seminars we have attended and any additional training. This shows that we are up to date with latest developments in our professional field and that we believe in the value of lifelong learning, which will be appreciated by the assessor. We must indicate the time of implementation, the title of the seminar and the organisation that organised it.
- **Studies- articles- speeches.** In this section we list our scientific work, the studies we have written, the articles and the speeches we have given.
- **Discrimination.** We mention the awards we have in our portfolio such as scholarships, competitions, etc.
- **Personal interests.** This section is very important because it highlights all aspects of our personality. According to Holland's typology, interest tests are actually personality tests. People tend to choose professional environments that suit their personality. Thus, we do not fail to mention interests from all areas of our social life that show our multifaceted personality. We make sure that some interests match the position we are interested in. For example, if we are applying for an HR position, it is important to read psychology books and attend relevant seminars. In this section we can mention if we are members of any clubs (we avoid political or religious clubs) and if we have any voluntary activities.
- **Recommendations.** It is advisable to list at least two people who can give good references for us, indicating their full name, their professional status and their contact details (phone, e-mail).

We ask for references from people in our academic or professional environment. For example, a professor who supervised one of our projects or a supervisor with whom we had worked in the same professional environment are suitable persons. It is advisable that these people come from different backgrounds, so that they can report on different aspects of our character and skills.

What to look out for in terms of recommendations

- * We inform the author of the letter of recommendation why we need it.
- * We remind them of the type of cooperation we have and help the editor to get a fuller picture of us by leaving a CV.
- * We let them know when we need the letter of recommendation and allow about two weeks for the author.
- * Letters of recommendation should be written on paper with the title of the organization, university, college or institution in the header.
- * Finally, write a short thank-you letter to each the people who recommended you and be sure to let them know the outcome of your application.

c) Ways of organising a CV

Depending on your work experience and career plan, the CV can be organised in different ways. Some ways of organization are as follows:

- **Chronological:** experiences are recorded, from the earliest to the most recent, in order to highlight professional progress.
- **In reverse chronological order:** the most recent work experience is mentioned first, followed by the oldest, going backwards in time. In this way, the emphasis is on the most recent experience if we want to emphasise its relevance to the post for which we are submitting the CV.
- **Thematically:** we classify work experience into categories, depending on the type of job, even with more than one employer. Depending on the type of company to which the CV is addressed, we put more emphasis on the elements related to the objectives and scope of the specific company. Thus, experiences very different from each other or of very short duration can be presented coherently.

A successful CV must meet certain requirements, such as:

- * It must be complete and comprehensive.
- * Do not omit any important information.
- * Contain true and accurate information. Do not include anything in your CV that cannot back up or that might embarrass you during the interview.
- * Avoid exaggerations and ambiguities.
- * Have technical characteristics that are in line with the requirements of the labour market.
- * Always be up to date with your latest achievements. (The information contained in it must always be up to date).
- * It should get the employer's attention. Create a desire to get to know you and learn more about you. Don't write everything down in detail in it, but what is written down should be "well" worded.

If it is possible to meet in person and deliver the CV, this is the best way, because personal contact is an important factor in achieving the objective, which is the personal interview.

Today, when technology is an integral part of professional life and beyond, sending your CV electronically is the best way. For this reason, you need to create an email account whose address includes your full name.

3) Sending a Biogafic, Cover letter

When responding to a job advertisement we send our CV, never forgetting how important it is to include a cover letter.

The aim of the cover letter is to get the company interested in the candidate's CV and invite him/her for an interview. It is the link between the CV and the job and acts as a catalyst for the employer's positive inclination. It helps to ensure that the application is forwarded to the appropriate area of the company, gives our personal branding and at the same time the written word is also evaluated by the prospective employer. It is essential when writing the cover letter to avoid:

- * Compliments and overly favorable characterizations of the company.
- * Excessive references to our qualifications and abilities.
- * Possible weaknesses and shortcomings.
- * Obvious references and phrases such as "I read your ad" or "I am enclosing your CV".
- * The repetition of elements contained in the CV that tire the reader.

At the beginning of the letter we state the reasons why we want to work for this company. The secret to success is that the reasons we give should relate to the company's needs as stated in the job advertisement. This is why we write different cover letters for each company. Under no circumstances do we put forward personal reasons.

The cover letter must:

- * It is addressed to a specific person.
- * It refers to the source of information about the location.
- * It refers to our preferred location.
- * Highlight our knowledge and special interest in the company.
- * briefly describes our skills and knowledge relevant to the position.
- * Suggests communication.
- * It is in the form of a business letter.
- * Do not exceed one page in length.
- * It highlights our strengths.

The cover letter and CV is the mirror of the candidate as it is the first contact with the company. It is important that the cover letter has "personality" as we present our qualifications with a personal touch and make the employer see us through our eyes.

- **Spontaneous nomination**

The spontaneous application process is the process which we offer our services to companies that have not made public their need for recruitment. It is an effective method, since it has been shown that in the countries of the European Union one third of jobs are found in this way. For the employer

is a time and money saver. For the selection of businesses in which we express our interest we can use the financial press, advertisements and specials, our social circle, sources of information / business registration.

In the case of spontaneous candidature, interest may be expressed by letter or by telephone. The first method is considered preferable because it is a written proof of contact with the company. This letter must be concise and presentable, articulate, dynamic and positive, as well as tailored to the business to which it is addressed. It should not mention everything that is contained in the CV, so that it arouses the employer's interest for a personal interview and is in line with your business plan.

The letter should be addressed to the general manager of the company in the case of small or medium-sized enterprises, the personnel manager or the director of the department of interest in the case of large enterprises. If possible, the letter may be addressed to the above-mentioned persons personally.

As regards the content of the letter, you should:

- **The foreword** should be interesting to the reader and show in an original, specific and precise way why the company has been chosen.
- **In the development of** the letter, justify the candidacy and explain what we can offer the company. Establish our professional merit by stating facts and results of our activities, knowledge and particular skills that we feel may be of interest to the company.
- **The conclusion** should present our optimism regarding the successful outcome of the meeting with the employer.

We do not present ourselves in a defeatist and servile manner and do not mention any personal difficulties. The business needs people with ability, skills and drive.

After approximately three (3) weeks from the day the letter is sent, we may contact you by telephone for an update.

The more letters we send, the more chances we have to achieve the desired result. It is estimated that sending approximately fifty (50) letters is likely to result in ten (10) interviews, of which an average of two may result in an offer of employment.

4) Selection interview

The selection interview is a widely used method of recruitment. Through it, assessors try to select the most suitable candidate by creating the conditions that will allow and/or force him/her to display the characteristics to be assessed. For the candidate, the selection interview is the opportunity he/she has earned to apply for the desired job.

Usually appointed after a successful pre-selection assessment of the CV.

The most appropriate people to talk about ourselves are us. But although we usually know the answers that are relevant to us, we are not trained to discuss them and often we are not ready to talk about career issues. Interviewing is an easy and popular way of [recruitment](#). Good preparation is essential for a successful interview. Any nervousness should be eliminated as the fact that someone has been called for an interview is enough to confirm the concern about whether he/she is suitable for the position. After all, the person who made the first choice has made the CV stand out and now the candidate has to prove that he/she is even better. In order to be able to meet the requirements of the interview, it is advisable to know certain issues that help to be better prepared.

a) Purpose of the interview

When you are invited to an interview, remember that the interviewer needs to recruit people who are suitable for a particular position. Thus, your goal and the interviewer's goal is common: to have the right person for the right position. So before an interview, prepare yourself so that you can at all times relate and project your qualifications and skills relevant to the position for which you are interested. Consider also that the interview gives you the opportunity to learn more about the job you are interested in, as well as to judge from your perspective the company/organisation in terms of environment, staff, working style, etc.

The objective of the interview is to select the best candidates and reject those who are considered unsuitable for the post offered.

The purpose is yours:

- * Earn a seat offer or a commitment.
- * Present yourself as as possible.
- * Make them aware of your talents and your specialisations.
- * Find out about the job and the company.
- * Get to know your potential employers and colleagues.
- * Make it clear whether or not you will accept the

position. The purpose of the company is:

- * Find the most suitable person to fill the position.
- * To give you a trigger to express yourself.
- * Look for specific skills and competences.
- * To promote the position and the company.

During the interview, the assessor takes notes on the assessment form and his/her purpose is to assess the candidate's formal and substantive qualifications. For the assessor, the formal qualifications are a

first basis of assessment , while *substantive qualifications* such as experience, length of service, etc., in fact determine the suitability or otherwise of the candidate. Interview in front of a panel.

The committee usually consists of three (3), four (4) or five (5) people. It is used when there are many candidates and to save time. This interview technique is used when more people wish to give their opinion (employer, supervisor, manager, etc.) and is intended to avoid false impressions.

The group interview. Several candidates are invited to participate in a discussion. The person deciding on the recruitment attends the discussion and usually wants to find out who is capable of leading a team, able to listen to others, etc. Candidates, in some cases, hear from the person in charge about the company's activities, the organization, and also about job. In this case, it is most likely that each candidate will then be invited to an individual interview.

b) Preparing for the interview

- * Decide exactly which position/business you are interested in.
- * Get information about the prospective position/company/employer (conditions, position of the company/organisation in the market, etc.), as well as about your interviewer.
- * Find out about the needs of the position so that you can promote yourself appropriately.
- * Prepare some questions or queries about the job you are interested in so that you can show your interest in it. Also prepare the way in which you will ask these questions.
- * Reread your CV and prepare your answers for possible questions on it. Make sure you are clear about your career goals.
- * Imagine yourself calm, confident, mature and pleasant and project these characteristics. Practice with the help of friends.
- * Avoid thinking that your future, your career, your life and - even worse - your stomach depends on this interview. Try to think that - in the worst case - it will be just another experience, but without this making you feel like giving up. The important things to look for during the selection interview are coherent thinking and ease of expression in order to achieve effective communication. Be wary of improvisations and last-minute rescheduling, especially if they are fattered by panic.
- * Confirm the exact time and place for the interview and go on time.
- * Have copies of your CV with you, even if you have already submitted your CV in advance to the interviewer.

Ten (10) tips for a successful interview

1. Make sure you have your appointment time correctly marked.
2. Correctly estimate the distance of the office from your home.
3. Sit properly across from your conversation partner and make sure you are pleasant during the conversation.
4. Answer the questions they ask you without describing your life story.
5. Remember that the appointment is about your career and you are not out for coffee with a friend.
6. Try not to be nervous, since the person you are talking to "doesn't bite".
7. Make sure that your embarrassment does not cause irritation to the person you are talking to.
8. It is advisable on the first meeting not to reveal all your weaknesses.
9. If they ask you to offer something, you can accept it, but don't overdo it!
10. Check if your CV is up to date and especially in good condition... What else you should pay attention to:

- * Your appearance should not be sloppy.
- * Do not give a casual and indifferent handshake.
- * Difficulty on your part to express your thoughts and career goals.
- * Lack of interest and enthusiasm on your part.
- * Obvious peculiarities of your character, such as nervousness, aggression, pretence, avoidance of criticism, etc.
- * Do not disapprove of previous employers or colleagues.
- * Lack of attention to the people we are talking to (e.g. not looking them in the eye).

c) During the interview

An excellent initial impression will favourably influence everything you say during the rest of the interview. Your appearance and body language will begin to influence the way others perceive you before you even start speaking. In general, try to maintain a positive attitude throughout the interview and show your enthusiasm. Always be prepared to talk about your qualifications, your previous experience and your skills if asked. Also how these relate to your own values and the position you are interested in.

Tips on the attitude to adopt during the interview:

- * Before entering the office, wipe your hands, sweaty palms are often taken as a sign of stress.

- * Walk comfortably, confidently and at a normal walking pace towards the assessor. If you move hesitantly while looking around you are sending a message of possible fear, caution and suspicion.
- * Adopt a sincere smile before the first greeting and make sure your handshake is warm and sincere. This shows a man with confidence in himself. Remember that the handshake is given with the hand straight and not palm down.
- * Wait for your partner to sit down first and then sit down yourself. Try to be comfortable, natural, polite, avoiding pretence. Sit comfortably in your chair.
- * During the interview, know that you are equal to your interviewer. The interview is not a hierarchical relationship. At this stage of the negotiation you are on equal footing. You will be a subordinate when you are hired.
- * Pay close attention to what the interviewer says. If you do not understand the question, ask him to repeat it.
- * If the assessor is friendly and relaxed show that you accept this friendly attitude but still remain completely serious and professional.
- * Feel free to ask questions yourself. You can show your interest in the position by asking about the nature of the job, the structure of the company and show your enthusiasm by asking when the new employee can start.
- * If more than one assessor is present at the interview, try to maintain eye contact with all of them, without ignoring any of them, even if they are present in an observer's position.
- * Politeness and a willingness to answer all questions is required, but you are certainly not obliged to answer questions about sensitive personal data and questions that affect your personality.
- * Be methodical, clear and specific, avoiding chatter.
- * The aim is to convince and promote yourself about your university studies and your professional qualifications.
- * During the conversation, look your partner in the eye and move your head in agreement with positions you agree with.
- * One way to promote your work image is to use words in your speech that indicate action and help to show a dynamic profile. For example: *have organized....., have created....., have overseen....., have produced....., have.....solved, have managed....., have had initiatives ,etc.*
- * Part of the presentation is the questions you will face as well as questions you may need to ask. Be prepared to show that you are able to answer intelligently and quickly. It is wise to avoid

answer something you don't know. Be careful to keep the other person's interest.

- * Appearance: it is best to have a clean, well-curated appearance appropriate to the environment you are addressing.
- * At the end of the interview you can thank your interviewer for the time he or she gave you and for the opportunity to express your views.

Tips on the attitude to avoid during the interview:

- * Do not answer questions with a simple "yes" or "no". Explain your answer where possible, giving examples of your past successes.
- * Do not ask questions about salary, working hours, holidays, etc. from the first interview. Such issues can be negotiated at another meeting or after the recruitment is announced.
- * Do not give an answer that does not correspond to the truth. This will become apparent during the interview. Be sure to answer honestly and accurately.
- * Don't go into your answers too much by saying more than is necessary. Stay on topic.
- * Do not smoke even if offered.
- * If you have the impression that the interview is not going well, do not let this impression discourage you and try not to show this impression. It is possible that the interviewer is genuinely interested in your potential and wants to control your reactions in difficult situations.
- * If you decide during the interview that the position does not interest you or there are many negative factors that made you change your mind, do not give up. Continue the interview as normal and treat it as an opportunity to gain experience.
- * A fatal mistake made by many people who have applied for a job is to try too quickly and with obvious anxiety to answer the questions asked of them.

Advice on body language messages:

- **Positive body language messages** are fairly reliable indicators of a person's feelings. They show interest in the interlocutor and the conversation.
 - * The attitude of relaxation. The person sits comfortably, breathes freely and does not make sudden movements. There is nothing that prevents the person from communicating freely.
 - * Hands relaxed. When the hands are not crossed and the palms are visible this posture indicates sincerity.
 - * Good eye contact. Good eye contact especially when someone is talking shows interest in what the person is saying. But every now and then you should

the interlocutor to look away for a while so as to maintain the positive atmosphere of the conversation.

- * Moves of agreement. When small head movements are used to emphasise what the speaker is saying this is a sign of interest and understanding. However, when a person keeps nodding their head in affirmation, this may indicate impatience or that their interest is waning.
- * The call forward. Reducing the distance between two people especially when one person is talking, showing interest and that there are no barriers to communication between them.
- * The movements of the hands. Hand movements, especially when the palms are visible, show interest in the conversation, sincerity and straightforwardness. All of the above positive gestures should be used in moderation. When their use is excessive, then they can go from being positive to negative.
- **Negative body language messages** are less reliable indicators of a person's mood. Those messages that are generally considered negative may simply indicate that the person is tired or may stem from other issues that are on his or her mind at the time.
 - * Body in tension. Rigidity, wrinkled face, sudden movements, palms turned down, all these movements indicate anxiety about the subject under discussion or the person in conversation.
 - * Nervousness. Non-stop movement, tapping fingers, playing with small objects are all signs of boredom, nervousness and impatience.
 - * Hands in the face. The hand over the mouth is a defensive move. Leaning on the elbow with the chin resting on the palm is also a sign of boredom, nervousness and impatience.
 - * Hands together on the head. In a friendly relationship, this is a sign of relaxation. In a new relationship it means a desire for control or power.
 - * Yawn. This is a sign of indifference or confusion. This may be because the other person talks too much or uses specialised vocabulary.
 - * Impatience. Attempt to interrupt the person speaking; the person tries to speak in an attempt to interfere with the conversation.
 - * Distraction. The gaze wanders around the room, flipping through magazines without reading, looking at the people in the room, looking at their clothes, etc.
 - * Negative expressions. Shaking of the head, narrowing of the eyes, frowning, frowning.

The combinations of most messages show more than individual messages. For example, the combination of forward leaning, affirmative head movements and smiling is a strong indication of agreement and sincerity. The combination of cues becomes more meaningful when what the person is saying is taken into account.

Possible questions to ask during the interview:

The questions that may be asked during the interview are as follows:

- * Questions concerning personal details and interests:
 - *Tell me about yourself.*
 - *Why should we choose you for this position and not someone else?*
 - *What are your strengths and weaknesses?*
 - *What do you know about our company?*
 - *How would you describe yourself in 3 minutes?*
 - *Need time to make a serious decision?*
 - *On which issues did you find it difficult to make decisions in your previous job?*
 - *Can you work under pressure?*
 - *What are main strengths and weaknesses?*
 - *What do you do in free time?*
 - *What was or is your father's occupation?*
 - *Do you like ?*
 - *What is the ideal working environment for you?*
 - *If you are offered a better position , while working for our company , what will you do?*
- * Questions concerning career goals and prospects:
 - *What do you define as professional success?*
 - *What are your ambitions?*
 - *What job would you do if it was easy for you to choose?*
 - *What are you looking for in a job?*
 - *How do you dream to be after five years?*
 - *What is your biggest failure and success?*
 - *What are your short-term plans?*
 - *What is the ideal working environment for you?*
- * Questions relating to the previous work:
 - *What did you like and dislike about your previous work?*
 - *How long do you usually stay with a company?*
 - *Why were you fired from your previous job?*
 - *Why have you been out of work for so long?*
 - *Why do you want to change jobs or what are you doing when you are not working?*
 - *Which of the jobs listed in your CV did you like best?*
 - *Did you have any failure or disappointment in your previous job?*
 - *What were your duties at your last job?*

- *What powers did you have at previous employer?*
- *What is your opinion of your previous employer?*
- *What elements from your previous work will be useful in this project?*
- *What were the biggest problems you faced in your previous job? How did you solve them?*
- *Need time to make a serious decision?*
- * Questions relating to the motivation for candidacy :
 - *Why do you think you'll succeed?*
 - *Why did you choose our company?*
 - *Are you willing to go wherever our company sends you?*
 - *How long do you think you'll stay with our company?*
 - *How long will it take to see the results of your work?*
 - *What interests you most in this job?*
 - *Why should we hire you?*
 - *What can you do that someone else can't do?*
 - *What made you apply for this particular job?*
 - *Do you know the requirements of the position?*
 - *What motivated you to apply for this position?*
- * Questions that may be related to studies:
 - *Why did you choose your university and why specifically this department?*
 - *Which courses from your studies interested you the most and which the least?*
 - *If you could, how differently would you plan your academic studies and why?*
 - *Do you plan to continue your studies (for a postgraduate degree)?*
 - *Do you think your grades are a good indicator of your academic achievements?*
 - *Had you participated in activities outside university; what did you get out of it?*
 - *To what extent do you think that your studies at university have prepared you for a career commensurate with your requirements?*

Methodology for correctly answering the questions they ask you

- * Do not badmouth your previous employer , because the assessor is likely to think that you will do the same for them in the future.
- * Avoid discussions related to politics, religion and sports because strong conflicts may arise.
- * Do not give one-word answers , even if the nature of the question requires it, you explain why.

- * If your previous job caused you to fight with colleagues or get fired, if you are asked about it try to skip the question in a clever way.
- * Avoid inaccuracies because you may later be exposed.
- * Do not interrupt your interlocutor.
- * Answer the questions clearly , briefly and concisely, avoiding long-winded references and digressions from the topic under discussion.
- * If you notice that the person you are talking to is losing interest, shorten your answer, avoid details and move on to another topic.
- * Show a genuine interest in the position.
- * Ask and clarify the content of the question when necessary.
- * If you need some time to put your thoughts in order, it would be convenient to start your answer with an introductory comment, thus saving some time, for example "this is a difficult question" or "this question needs, in order to be answered, a global approach".
- * Use expressions that create a positive impression, such as: I am very good at..., I have experience in... , when I was working in (that) company we achieved... , my previous employer admired the way I... , I managed to... etc. expressions that emphasise our perseverance, determination and ability to achieve goals and implement projects.
- * Pause before answering to give yourself time to think carefully.
- * Always give positive information.
- * Do not go into meaningless details.
- * Discuss only what is relevant to the question.
- * Don't open up by chatting in areas where putting you there a question will make it very difficult for you.
- * Be honest.
- * Always focus on your successes. Diagnostic tests during

the interview

It is a common practice of many companies to test prospective employees in a series of tests in order to examine their efficiency, but also their ability to make decisions directly and effectively. In this case, the candidate may be tested with psychomotor task samples, for example, writing on a typewriter, weaving, etc. Also, with individual decision-making samples, for example, perception under stressful situations, the ability to organise and plan, the ability to delegate and distribute tasks to others, leadership skills and, finally, the ability to at effective λήψη decision-making. In general, these methods are positively assessed by the candidates because they are considered objective and do not cause any particular stress since they are essentially

give the individual the opportunity to demonstrate his or her effectiveness in real working conditions. Candidates should be prepared for such a process as they are highly revealing for the company and undoubtedly objective.

Competences that are usually assessed

- * Clear expression, persuasiveness.
- * Persistence, motivation, energy.
- * Taking initiatives, creativity.
- * Organisational skills.
- * Ability to work in a team.
- * Handling difficult and/or unexpected situations.

- **Your own questions to the person interviewing you:**

For too many people who are faced with an interview for a job, the question "do you have anything to ask me" is the most dreaded. But because this question is very likely, proper preparation is the way to reduce your fear.

Below we will give you a sample of such questions, but they are certainly not the only ones. You may well come up with a list of excellent questions very specific to the company you are going to or the sector you intend to work in. You should always have at least one (1) to two (2) questions otherwise it will appear that there is a lack of interest.

You should also know that **"you have something to ask me"** is not so innocent! It's usually another way to gauge your interest in the company, your knowledge in the field, your maturity, your professionalism and your communication skills.

So to be sure you have some good questions to ask you should prepare more than two. This is because some of your questions may be answered during the interview. So to avoid being "blank" at the last minute you write down at least 5 questions and have them with you. Make sure you ask first what you think is most important to you.

A general rule of thumb is to ask general questions first and then move on to more specific ones. It's also a good idea not to ask about things like payroll, holidays and vacation, first they offer you the specific position you're interviewing for! There will be time for detailed questions and negotiations after they offer you the position.

Concentrate more on asking questions from which you will get clues about what responsibilities you will have to take on, as well as learning more about the company culture, e.g:

- * What expansion plans does the company have?
- * What was the degree of success of the company's products in Attica / province?

- * Can you tell me if the company is aiming to enter a new sector?
- * How do you think "x" law/legislation will affect the market in which your company operates?
- * I understand that you have launched a new product on the market. How has it been received so far?
- * How is marketing structured far?
- * How many subjects does one person work on at the same time?
- * How is the division of labour done?
- * I am interested in learning more about the history of the company.
- * What other companies do you work with?
- * Can you tell me more about the company's training programme?
- * Who is the main president of the company?
- * What is the image of the company?
- * What is the reputation of the department I am going to work in?
- * What are the main problems in my department?
- * What are the main strengths of my department?
- * What examples could you give me of achievements that others have accomplished in my department?
- * What do you think is the main motivation in this work?

So if you pay attention to the above questions and to which others can of course be used in your own case, you will be clearly prepared, confident and able to cope with the interview!

The closing of the meeting

If they tell you: "Do you have any questions to ask or do you want some clarification?" it means you are at the end of the interview. You can ask what stage the selection process is at. This question has a double interest. First to inform you about the real chances of your candidacy and second to indicate your real interest in the recruitment.

Make sure that the person you are interviewing has got all the necessary information. Ask a diagnostic question about this. Proceed with an investigation into your suitability regarding the requirements of the company. Take an interest in the recruitment process and what to expect. Greet with a firm, friendly and warm handshake, smiling slightly. Thank their time indicate your interest in their response.

d) After the interview

If you want to stay in touch with the interviewer you can send a thank you letter. In this letter you will thank him/her for their time and take the opportunity to reiterate your interest in the position and summarise why you think you are suitable for the position. This action gives you the opportunity to reiterate your desire to work for the company, to indicate that after the interview you feel even more able to meet the requirements. Of course, there is no reason to send the above letter if the position offered does not satisfy you or if you have doubts about the discretion of your potential superiors.

At the end of the interview, think about what went well and what didn't, so that you don't repeat the same mistakes.

Don't be discouraged if at the end of the interview there is no concrete information or commitment to the position. The interviewer will probably want to consult with other colleagues or supervisors or want to see a few more candidates to make a decision.

Finally, be sure to inform the relevant people when you change your telephone numbers and general contact details for any reason. It is unlikely that the employers concerned will look for you in lists, regardless of the extent to which they consider you to be necessary.

Additional information

Ten (10) important qualities for professional success in a company:

1. Ambition and energy 82%
2. Interpersonal and communication skills 77%
3. Ability to lead 77%
4. Creating the impression of a person with high drive 72%
5. Managerial skills 69%
6. Efficiency 69%
7. Confidence 65%
8. Creativity 60%
9. Ability to handle intergroup relations 58%
10. Industriousness - Hard work 58%