



How to succeed in a recruitment interview ?

Graduate institute of international and development studies

Liza Friart & Adrien Marchitelli
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Few Questions ?



"He's threatened to continue singing until we hire him."



YOU'RE HIRED!



What is a recruitment interview ?



For you ?

A strong preparation

An opportunity to sell your profile

Check that the position is in adequation with what you are looking for !

An occasion to meet several companies

For the employer ?

An opportunity to check that your profile correspond to you CV

See that your profile corresponds to the company culture

See if you can work with a person and integrate in a specific team

Check Motivation

Please see Important information at the end of the document

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3 types of interviews

Interview with Human Resources

- General overview

- Structured and organised approach

Interview with Business Line

- You never know !!!!

- Technical approach

Interview with a recruitment company

- General Overview

- Structured and organised approach

- Open discussion



- Prepare questions to ask and anticipate questions to be asked
- Know why you apply to this position. To this company.
- Know in what sense the values of this company correspond to you
- Take information regarding the company before the interview
- Check on internet who are the persons you will meet
- Check if you know some people working in the company
- Be quiet the night before the interview

Know yourself and what you are looking for

First impressions count !



- Be punctual (10 minutes in advance. Know where the interview takes place).
- Re-read your CV and bring 2 / 3 copies.
- Read vacancy details, employer's literature - what they are and what they want.
- Project a professional and enthusiastic image.
- Project a clean and **well groomed** appearance.
- Make **eye contact** when you speak.
- Shake hands **firmly**.
- Be quiet.
- Check your posture. **Body language** is important !





During the Interview !

You will receive open questions: be clear, concise and straight to the point !

Illustrate your answers with specific examples !

Show your interest and give information which isn't on your CV !

Be honest ! Natural and be yourself !

Be ready to talk and ask questions ! Be ready to sell yourself !

Take your time answering questions

Be interesting





STAR Methodology

S Situation	Detail the background. Provide a context. Where? When?
T Task	Describe the challenge and expectations. What needed to be done? Why?
A Action	Elaborate your specific action. What did you do? How? What tools did you use?
R Results	Explain the results: accomplishments, recognition, savings, etc. Quantify.

'STAR' Technique to Answer Behavioral Interview Questions



Difficult Questions ???

4 basis Questions

- Tell about yourself
- Why are you interested in this field?
- Why are you interested in this company?
- Why are you interested in this position? How you imagine this position ?

YOU CAN ANTICIPATE THE QUESTIONS AS YOUR CV HAS BE EDITED BY YOURSELF



Difficult Questions: Typical Ones

Why did you choose your degree and what have you gained from it?

What has been your most important achievement in life so far? Why?

What are your greatest strengths and weaknesses?

Why have you applied for this job?

What do you have to offer us?

What are the current issues in this sector of work?

How you will handle this position in regards to your lack of related / leadership experience ?

How you project yourself in 5 years ?

What experience do you have of working in a team and what role did you play in that team?

Describe a project you have successfully completed and your are proud of yourself.

How would your friends / previous employers / professors describe you?

Describe a situation you have found difficult. How did you overcome it?

What questions would you like to ask us?

What is your main drivers in life ?

What are the corporate values which are yours!

What is the challenge your look for in a job ?

What are the objectives of these questions ?

Discuss your background !

See if you have hindsight on yourself (maturity)

Your your logical / analytical reasoning

Our reactions face to stressful situations / change

See your capacity to be structured and organised

See if you know yourself !

See if you have a professional project !



What does the company do ?

Do not use SLANG words !

No stereotypical language

Do not criticize any former employer !

What can you do for me ?

The salary and benefits !

I do not have any weakness !

Do not tell them your life story !

If you are asked if you have any questions, don't say "No."



Conclusion:

- Ask question if you did not ask any question during the interview !
- Thanks the interviewer(s) for their time
- Ask what are the following next steps in the recruitment process !

**After the interview:**

- If you have a strong interest for the role, send a thank email
- Debrief with your friends
- Do a Follow up !



Conclusion !

Adapt to your interviewer

Be authentic and natural

Be unique !

Be yourself.
There is something
that you can do
better than any other.
Listen to the inward voice
and bravely obey that.

(Unknown)



Contacts at Lombard Odier

For any questions on this workshop, please contact:

Liza Friart
022 709 16 49

Adrien Marchitelli
022 709 39 74

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LOMBARD ODIER DARIER HENTSCH