

HANDOUT FOR MENTEE**EMPLOYABILITY****4. Theme** “Successful job interview”**Exercise** “Possible interview questions”

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Based on: the learning video film created during the project “Development of the measures for reducing social exclusion in Lithuanian labour market training service”

Step 1**Task for mentee**

When you are going to the job interview, it is important to prepare the answers to the possible interview questions. Here are some tips provided how to present yourself properly during the job interview. Please, read them.

- Present yourself as a best candidate.
- Be precise, clear and refer to the topic.
- Don't overload the employer with the unnecessary information. Limit the information to the facts that are most important for the employer having in mind the position that you are applying for.
- Don't talk too much. Name your main achievement, how did you do this and what you have learnt from it.
- First, think why you are asked about this, and then, answer the question.
- Provide some good examples that prove your competences or skills necessary. Make sure you chose examples, which present your skills and competences requested, and separate you from other candidates. Note, that comparing yourself with others (such as, doing something better than another person) is not an example.
- Name your weaknesses, but make it sound as a strength.
- Stress your features and competences that are necessary for the position and will contribute to the company wealth.
- Do not make negative statements about your previous employer and the company you had worked for.

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Step 2**Task for mentee**

There are some questions that the employer may ask you during the interview. Each employer is unique and his/her questions may be different. But some of the below provided questions might be asked at any job interview. Please, read them and prepare your answers, according the recommendations given. Please write down your answers.

1. Could you, please, tell me something about yourself?

2. Why do you think you are the best candidate for this job?

3. Could you name and describe shortly your limitations or weaknesses, please?

4. What were your responsibilities in a previous workplace?

5. What could you say about the company that you worked for?

6. What salary would you like?