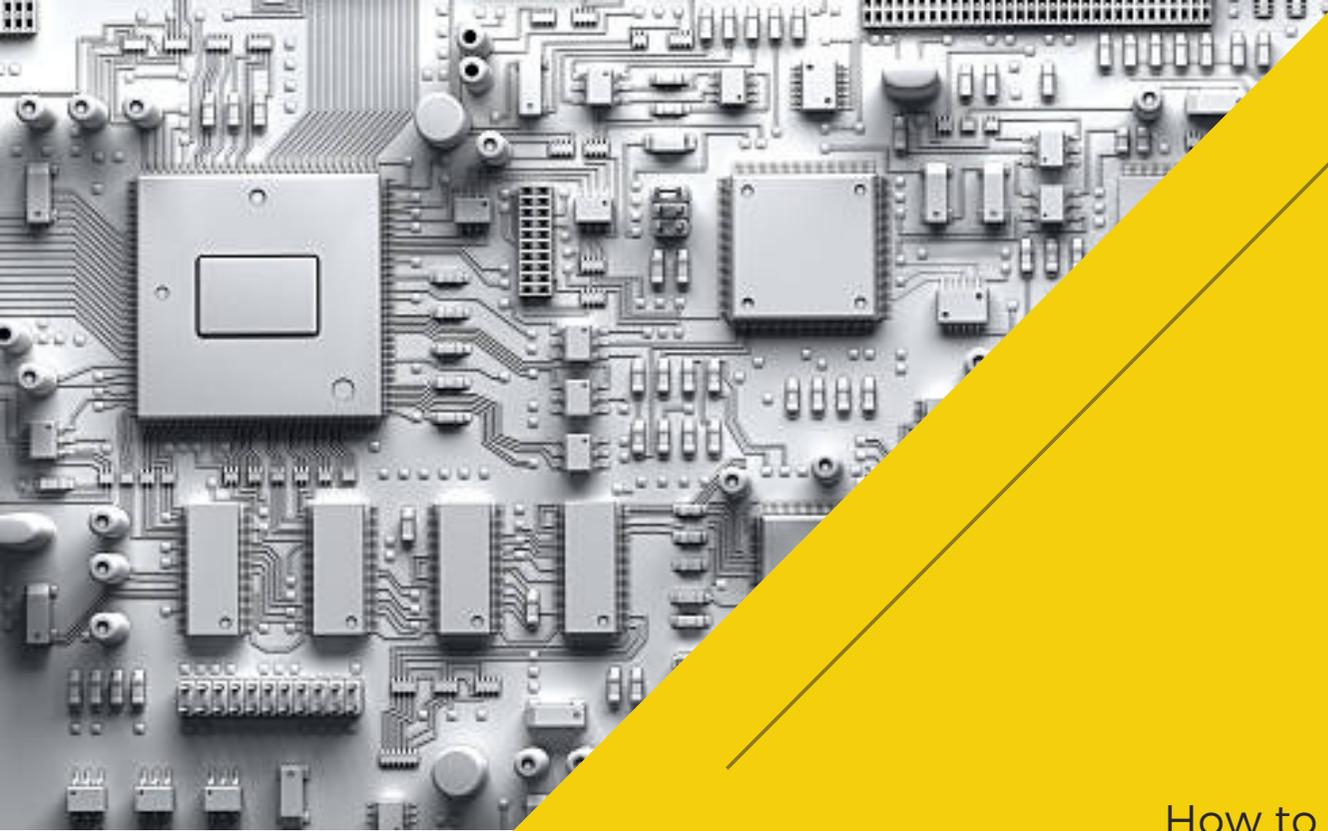


XO RECRUITMENT



INTERVIEW PREPARATION PACK

Be ready to ace that interview!



Summary

How to prepare before your interview

Getting to your interview

During the interview

After the interview

You've been offered the job: now what?



HOW TO PREPARE FOR YOUR INTERVIEW



Your interview starts with how you prepare ahead of it.

“By failing to prepare, you’re preparing to fail” (Benjamin Franklin)





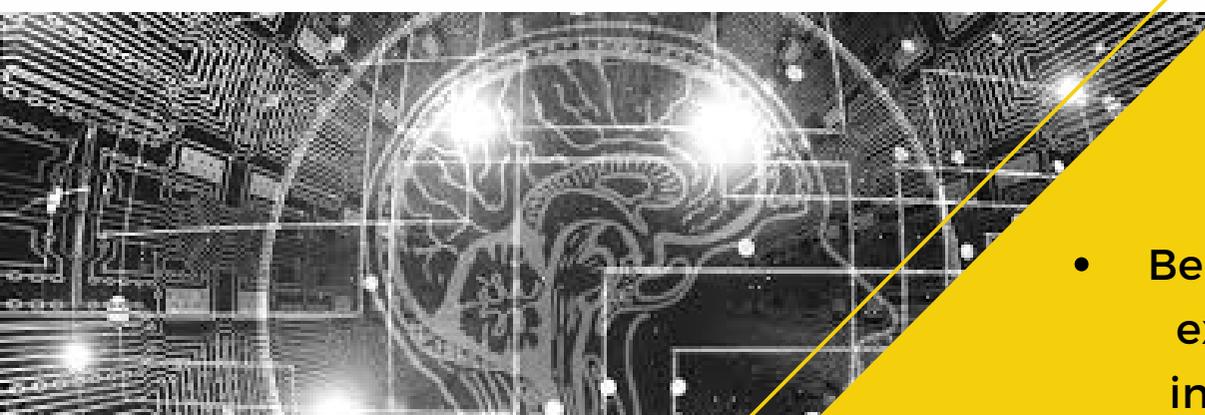
Research (1/3)

Company research:

- Learn about the company structure, their products/services, mission statements or recent events ...
- Visit their website, know what attracts you to their philosophy, goals
- Be prepared to incorporate some of this information with your answers to questions that may arise during an interview

Job Research:

- Read the job description, know which job you are applying for and interviewing for (title, qualifications, experiences and characteristics they are looking for in an applicant)
- Make sure you know how to link your experience to those requirements



Research (2/3)

Know yourself:

- Be clear with your CV, experience, goals, expectations. Be consistent with your interview with us. Know your why and your story.
- Know how to verbalise information about yourself in a succinct and compelling way. Know your strengths and weaknesses, areas of growth, what you like and don't like
- Do not lie or embellish, be yourself

Get some help:

- Avoid the “what’s in it for me” or benefits questions like salary, vacation etc, we will have those tough conversations for you!
- Practice if you need, with someone or with us, especially for a technical test or a presentation-type interview
- We are happy to help at any point so feel free to call us!



Research (3/3)

Prepare questions to ask:

- Pay close attention during the interview in case you have new questions rising, or some questions might be answered
- The more specific your questions, the more memorable you will be, and it'll show interest
- Bonus points if you bring those questions in writing: it shows that you have prepared!

Examples of questions to ask:

- What is the culture in the business?
- What is the company trajectory and plan for the next 5 years?
- Who are your competitors and what makes you different from them?
- What personal qualities would the ideal candidate possess?
- How does this position interact with the rest of the organisation?
- What training opportunities does the company provide?
- What career opportunities are available?
- What do you enjoy the most about working for this firm?
- What challenges might I face in this position?
- If you are from overseas, you may want to ask if the interviewer has any questions about your qualification or overseas experience as they may not be familiar with them.

GETTING TO YOUR INTERVIEW

The interview starts from the moment you leave your house



The secret to getting ahead is getting started (Mark Twain)

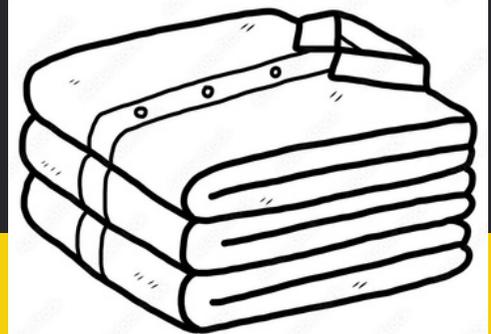
FIRST IMPRESSIONS MATTER (1/2)



Research the location, how long it will take you to get there, parking situation

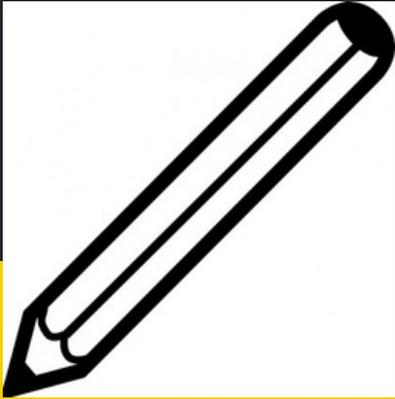


“On time is too late” .
Make sure you arrive at least 5/10mn prior to your scheduled interview time



Better to be overdressed than underdressed: dress smart if in doubt.
Personal hygiene: no smoking before interview, and have some deodorant handy if you are biking!

FIRST IMPRESSIONS MATTER (2/2)



Make sure you have a notepad and a pen, and be prepared to take notes during your interview



Late? Issues finding the place? Don't want to attend anymore? Give us a call, ghosting is never an option



Bring a copy of your CV with you to hand out in case someone else attends the interview or if the interviewer has issues printing it



BELIEVE YOU CAN AND YOU'RE HALFWAY THERE
(THEODORE ROOSEVELT)



DURING YOUR INTERVIEW

Interviews are a 2-way street: they are interviewing you to assess your suitability for the role, but you are also interviewing them to decide if this is the right place/role for you

- Be confident in your ability but also in what you don't know: honesty is the best policy. Don't try and be someone you're not.
- Answer succinctly and to the point.
- Don't be phony: answers like "my weakness is that I work too hard" make interviewers roll their eyes
- If you are struggling to answer, pause, take a breath, and take your time to gather your thoughts
- Watch your non-verbal body language: maintain eye contact, hands relaxed and visible, no crossing your arms on your chest, reduce excessive motion
- Demonstate integrity: never divulge confidential information about your previous employers
- Don't be too familiar or use inappropriate language: you may be building a rapport, but keep it professional



2/3

- **STAR system:**
 - **Situation:** explain the context, your role and the potential challenge you and the organisation were facing
 - **Tasks:** what specific tasks were you given responsibility for to help your company meet the challenge?
 - **Action:** what steps did you decide to take, and why? How were your actions received by stakeholders and coworkers?
 - **Result:** what was the outcome of your actions? What difference did you make? What did you learn?
- **Ask questions:** show enthusiasm and energy, leave negativity at the door and try and put a positive spin on things. Do not be negative about previous employers, and do not get into an argument with the interviewer
- **Make sure your cell phone is turned off**
- **Treat everybody you meet from the parking lot forward like they are the one interviewing you.** People often share their impressions of visitors afterwards, so you want everyone who comes into contact with you to see you in as positive of a light as possible

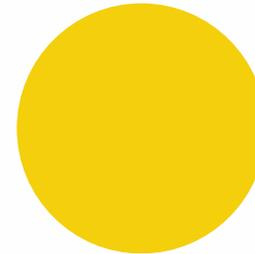
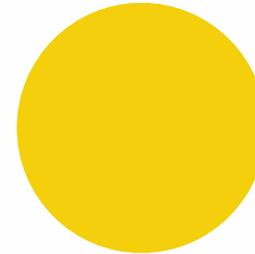
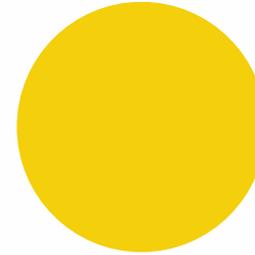
BONUS POINTS

Video interviews:

- Everything discussed before applies
- Make sure you are in a quiet room with no distraction or noise
- Use headphones to minimize interfering background noise
- Log on early to make sure the tech is working
- Make sure your background is clean (no dirty underwears in the frame!)
- Make sure the lighting is good and you can be seen

Work Examples

- Share your portfolio of work: Github, Stack Overflow, Personal Website ...



3/3

AFTER YOUR INTERVIEW

The interview isn't over until you have left the parking lot. First impressions matter, last ones do too!

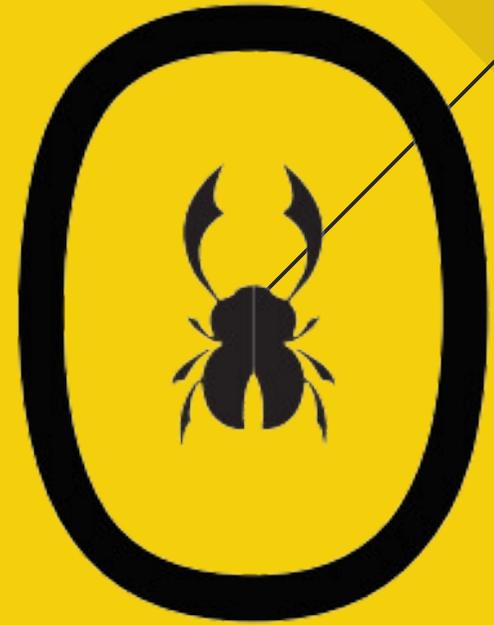


IT'S HARD TO BEAT A PERSON
WHO NEVER GIVES UP (BABE
RUTH)

- 
- The interview isn't over until you have driven away so don't go light up a cigarette straight outside the door!
 - Get in touch with your recruiter to give them some feedback
- 
-

Bonus: you get a job offer, so now what?

- Take some time to think about the offer and read through the contract thoroughly. Seek legal advice if you need.
- Counter offers: be prepared to be counter offered by your current employer. If you are considering accepting, make sure you consider these points:
 - You have now made your employer aware that you are unhappy, so from this day on your loyalty will be in question
 - A counter-offer is an insult to you: if you have brought up issues before looking for work with your current employer, why weren't said issues fixed before? Remember: it costs a company less to retain employees than to replace them.
 - The same circumstances that now cause you to consider the counter-offer will likely repeat themselves in the future
 - Statistics show that if you accept a counter-offer, you are likely to be back on the market within 6 months.



BEST OF LUCK!