

Job interview checklist for juvenile migrants  
Result WP2 - Focus groups and interviews with juvenile  
migrants

join--a-job!

New means of cross cultural clearing and counselling  
instruments for VET in order to grant access to  
qualification and training for juvenile migrants

Project no. 2008 -1-AT1-LEO05-00614

## Checklist/guideline for interview

This checklist aims to support you to prepare for the application process especially for attending job interviews. It also shows what aspects could be of great interest for you to enter the job market successfully.

### Preparation for interview

- Get some information (e.g. internet) about the company you are going to have an interview. During the interview you may use this information in order to show interest (e.g. asking questions) and to show that you are well prepared.
- Do self marketing! See your strengths and competences! Your future employer will be able to benefit from these things.

My Strengths are: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Convince people of your talents and skills! Explain where you acquired these things to be more credible.

Example: \_\_\_\_\_

- Point out the advantages of your bilingualism (or even trilingual) and your knowledge about different cultures that could be valuable for the company.

Spoken languages: \_\_\_\_\_

- Deepen the technical terms of the job you apply so to be ready to show your specific linguistic competences.
- Explain your path of life and the experiences you acquired until now, explain how you are adapting your-self in the new country and the new living context (living arrangements, friends, school, etc..).

- Show to be integrated, e.g. that you have a social network, friends in this country, that you are participating in any association, sports club, etc; tell some experiences, if necessary.
- Show that you mastered big challenges in the past and that you will also do that in the future.

Example: \_\_\_\_\_

- Show that you are motivated and able to carry out your tasks.

Example: \_\_\_\_\_

- Be flexible and adaptable! Explain with simple examples that you have been flexible and adaptable in the past.

Example: \_\_\_\_\_

- Show that you are interested in dealing with different situations and people! Explain this with giving examples. Demonstrate that you are able to work in multi-cultural and diverse environment.

Example: \_\_\_\_\_

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- Show that you are interested in different subjects, and that you want to learn new things.
- Tell how you acquired work competences and experiences in the past. Underline them with concrete examples (for example: "I have been working for .. years at the... and my tasks were...").

Example: \_\_\_\_\_

- Hand over your CV and your credentials, make comments if necessary. Modify your CV according to the kind of job you are looking for by emphasizing some aspects instead of others.

- If you have an updated version of your CV in comparison to that previously consigned to the company, take it with you and tell about the new skills, experiences, etc. you acquired in the period between the first contact with the company and the present interview.
  
- Be self-confident and convince your future employer of your good qualities. Be “the best employee for the job!” That means e.g. to arrive to the interview on time. So make sure that you know how to get to the interview place.

**Before you go to the interview you should check following points**

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<p>Where and when do you have the interview?</p> <p>Date: _____</p> <p>Address: _____</p> <p>Room number: _____</p> <p>Name Interview partner: _____</p>	
<p>Do you know how to get to the company? How long does it take?</p> <p>Public transport, car or by foot,</p>	
<p>What kind of clothes do you want to wear?</p> <p><i>Get dressed properly and do not put too much make-up (women)!</i></p>	
<p>Have you got some information about the company?</p>	

<p><b>Could you reply to following questions?</b></p> <p>Why do you apply for this job?</p> <p>Why have you chosen this profession?</p> <p>What do you know about this profession?</p> <p>Why do you have applied at our company?</p> <p>What do you know about our company?</p> <p>What do you like most about this job?</p> <p>Why do you think are you able to do this job?</p> <p>What are your strengths and weaknesses?</p> <p>Which subject do you like in school?</p> <p>How do you react on critic?</p> <p>Tell something about yourself?</p> <p>How do you work under pressure?</p> <p>Do you prefer to work independently or in a team?</p> <p>Do you read regularly newspaper?</p> <p>What do you do in your leisure time?</p> <p>What goals do you want to reach in 5 years?</p>	
<p>What kind of questions do you want to ask?</p>	
<p>Do you remember what you have written in your cover letter?</p> <p>Your interview partner might ask you some questions about it.</p>	
<p>Do you need to bring some documents to the interview?</p>	

### **During the interview**

1. Meeting the interview partner, it is important to know the name of him/her. Do shake hands (properly) and say hello. E.g. "Good morning Mrs. Brown!". And wait until the person offers you a seat.
2. To demonstrate that you are interested in the job and the company by asking questions.  
E.g. How many employees do you employ? What are my tasks? Working hours? Etc.
3. Be friendly and polite!
4. Speak loudly and clearly, not too fast and not too quietly!
5. Keep eye contact with your interview partner!
6. Do not interrupt the interviewer!
7. Don't cross your arms and try to sit relaxed!
8. Ask at the end of the talk when you will be informed about the result and if you can call them.
9. Before leaving the interview partner, say good-bye to him/her and thank him/her for the nice talk. Don't forget to shake hands!

### **After the interview**

If you haven't heard from the interview partner after two weeks, call the person and ask about the result. If you get declined you can politely ask for the reasons of declination.