

INTERVIEW GUIDE



GA GLOBAL PARTNERS

BUILD YOUR REPUTATION
BY HELPING OTHER PEOPLE
BUILD THEIRS.

- Anthony D'Angelo

CONGRATULATIONS

Before we begin, G4 would like to congratulate you for this major step. It is important to remember that you came this far for a reason: you are a great candidate. Now it's time to prove you are the right one.

The interview is a big chapter in the recruitment process and also the main opportunity to sell yourself as the right fit for the company. Even though we understand that interviews can be stressful, we believe that with the right tips and orientation you will be able to ace yet another challenge.

Following our preparation, guidelines and common questions interviewers ask, we are positive that you will feel ready and at ease to show your potential.

Go 4 it!



GLOBAL PARTNERS

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PREPARE

The rule is simple: more knowledge equals more confidence. And as we all know, being confident on your interview is half the battle. With that in mind, you can never invest enough time getting prepared. Find below some tips on how you can achieve that:

- **Company background:** use Google, their website, social media, news and articles about the corporation to understand how it's organized, it's culture, values, mission, as well as relevant industry trends. Take note about basic information such as annual sales, number of employees, geographic location and who holds top positions. If you are applying for a big size company, learn as much as you can about the division you will be interviewing at;
- **Interviewer background:** if you know who is the interviewer, look him/her up on Google and professional networks as LinkedIn to get insight on their profile;
- **Job Description review:** carefully study the requirements and skills desired to use it to your advantage, showing how your experiences can relate to those specific needs;
- **Create a storytelling strategy:** decide ahead what are the main messages you need to convey in the interview and prepare interesting short stories that will sell your experiences in a memorable way. This will not only help you stand out from your competitors, but will connect your accomplishments to what is needed for the position;
- **Competency-based questions:** be ready to answer this type of questions with clear examples – you can use the story-telling strategy. Competencies like Relationship, Communication, Leadership and Proactivity skills are usually investigated;
- **First impressions do matter:** rehearse the first 30 seconds of the interview recording yourself on video and play it back. Walking with confidence, looking comfortable and speaking clearly guarantee a solid first opinion. Also remember to greet your interviewer with a firm handshake, making eye contact.



DO'S

- **Dress appropriately:** try to find out the company's dress code before hand. If you can't, is always better to be slightly overdressed. We also suggest women to avoid short skirts and cleavage;
- **Arrive 15 minutes early:** make plans to arrive a few minutes before time to get mentally prepared and fill out any paperwork needed. Remember to bring your ID since you need to identify yourself in some companies to get inside the facilities;
- **Stay in "Interview mode":** be concious to your behaviour from the moment you arrive to the moment you leave the company. Be polite and courteous to all employees;
- **Body language:** the way you speak and carry yourself is also a powerful communcation tool. Keep in mind to follow what you are saying with gestures and movements that make sense with your statements;
- **Showcase your best-self:** make your mark but remember to listen carefully to the questions, still showing you are enthusiastic about the position and confident about your own set of skills.

DONT'S

- **Interrupt the interviewer:** always wait for your turn to respond;
- **Lose your focus:** pay attention to the questions asked and answer objectively, being carefull not to ramble and diverse. Stick to the point being made;
- **Bad mouth your former boss:** instead of focusing on negative experiences with former colleagues or bosses, show what you are currently looking for in a new challenge;
- **Ask about salary or benefits:** leave this subject for a next interview, preferably for the company to introduce. Make sure you communicate that you are more interested in the opportunity;
- **Be unflexible:** prepare to adapt your speech to the audience you are communicating with. Taylor your answer for each type of interviewer (Hiring Managers or HR);
- **Lie:** don't ever lie about your experience or knowledge. Ultimately, you need to make sure you are able to deliver what you are promising;
- **Give "yes" or "no" answers:** every question is an opportunity to showcase your unique experiences and capabilities. Develop your answers and don't waist any of them by responding with one word, not adding any value to the conversation.



MOST COMMON INTERVIEW QUESTIONS

1. Please give me an overview of your education/professional background.

Provide the information in a chronological way, summarizing your CV and explaining the motivations behind your decisions. Connect the dots on your resume so the interviewer understands not just what you've done, but also why.

2. What are your greatest strengths? Weaknesses?

Share your three best strengths that apply to the position and provide detailed examples of how you impacted a project or the organization. Back up your statements with hard evidence, such as numbers or a portfolio sample. When it comes to your weaknesses, only share one and discuss how you improved upon it.

3. How have you grown or changed over the past few years?

Maturation, increased technical skills and increased self-confidence are important developmental aspects. Overcoming personal obstacles or recognizing manageable weaknesses can help identify you as an approachable and desirable employee.

4. Are you satisfied with your career to date? What would you change if you could?

Be honest. Are you willing to make some sacrifices to get your career on the right track? Your degree of motivation is an important factor.

5. Where do you see yourself five or ten years from now?

Give some insight into the your plans and goals. Also, stress your interest in a long-term career at the company.

6. What do you like to do outside of work?

Focus on activities that indicate some sort of growth: skills you're trying to learn, goals you're trying to accomplish, etc.

7. What is your ideal workplace?

Share what is important to you at work. Whether its recognition, being rewarded for good work or opportunity to advance, your opinions are necessary for the interviewer to make sure that you're a good fit.



MOST COMMON INTERVIEW QUESTIONS

8. What were your most significant accomplishments/challenges that you had to overcome in your previous (or current) position?

Have specific accomplishments prepared and make sure to include measurements and impacts that your accomplishments had on the company. This is a good opportunity to use the story-telling strategy.

9. Have you ever accomplished something you didn't think you could?

The interviewer is trying to determine your goal orientation, work ethic, personal commitment and integrity. Prepare a good example where you overcame difficulties and succeeded.

10. How do you handle pressure? Do you like or dislike these situations?

High achievers tend to perform well in high-pressure situations. If you do perform well under stress, provide a good, detailed example.

11. Why are you considering to leave your current position?

Don't bad mouth your previous employer or co-workers. It's fine to mention major problems, a buy-out or a shutdown. If you were laid-off, share that. Otherwise, indicate that the move was your decision. Remember that references will be checked, so be honest.

12. Why do you want to work for ABC company?

Talk about the company's needs and how you can contribute. You can also explore what you admire at the organization, sharing something along the lines of, "ABC company is doing things (like x, y and z) that I would like to be involved with."

13. Why do you think this is the right job for you?

Talk about how the position is a perfect fit for what you hope to accomplish, both short-term and long-term.



MOST COMMON INTERVIEW QUESTIONS

14. One of our biggest problems is... What has been your experience with this? How would you deal with it?

Ask questions to get more details and break the problem into subsections. It is highly likely that you will have had some experience dealing with the subsections. Answer these and summarize the total. If you can't answer directly, state how you would go about solving the problem.

15. How would you add value to the company and to the role?

Give a series of short examples describing how your unique set of skills can make a difference to the company and to the role. Describe one example in-depth that shows extra effort, strong work ethic and proactivity, proving you are the kind of employee that will go the extra mile to contribute for the company's success.

16. Why do you think you are you the best person for the job?

This is your opportunity to talk about what differences you can make in this position and to the company overall. Be sure to make all past references relatable and relevant to this position.

17. What is your salary expectation?

Be ready to talk about your current package and highlight you are more focused on the opportunity than it's payment. However, it's still important to answer the question with a clear salary expectation regarding a possible career move. State the range you have in mind and say you're open to evaluate their offer.

Leave on a High Note

When you are ready to leave, you will probably have a chance to give a 30 second or less thank you speech - tell them how much you appreciate their time and reiterate why you think you are a strong candidate as well as your interest in helping them be successful.

You should also ask when you might expect to hear back from them.



QUESTIONS YOU COULD ASK

Don't waste this opportunity if you have the chance. Ask smart questions, showing you're a great candidate but also understand if the company is a good fit for you - after all, you're being interviewed, but you're also interviewing the company. Clarify any doubts you may still have.

1. What do you expect me to accomplish in the first year?

If you weren't asked this question, ask it yourself. Great candidates want to hit the ground running and make a difference as soon as they start.

2. What are the biggest challenges the area is facing nowadays?

If you are talking to the Hiring Manager, you can make a more specific question about the area or the job.

3. If you were to rank them, what are the top three traits your top performers have in common?

Great candidates also want to be great employees. They know every organization is different - and so are the key qualities of top performers in those organizations. Ultimately, they need to know if they will fit in, and if they do fit in, they want to know how they can be a top performer.

4. Can you tell me more about the company's culture and work environment?

Understand if you would see yourself working in a more traditional or modern workplace. Even if you have done your homework, an employee perspective can be useful as well.





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