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## PREPARATION FOR THE JOB INTERVIEW

Questions asked during the job interview are for establishing and deciding whether the candidate is suitable for the position available on offer, whether the candidate is suitable to be part of the team, whether their values meet the values of the organisation.

The most important thing during the interview, is how the answers will be presented, how they will be grounded and structured.

**For the interview to go smoothly and informatively to both sides, good preparation is key:**

- Research the company and its activities;
- Prepare, think thoroughly, about most frequently asked questions and answers to them;
- Conduct a simulation interview with a member of your family or a friend.

**Most frequently asked questions during the job interview:**

- Tell about yourself.
- What do you know about our company?
- Why do you want to work in our company?
- What do you expect from your new job?
- Why should we choose you?
- What are you aiming for in the new job, what are your aspirations?
- Can you please provide an example of when you worked in a team during a critical situation? How did you do?
- Why did you leave your last employment?
- What are your future plans?
- Are you applying for other jobs, taking part in other job interviews?
- What salary do you expect?
- Do you have any questions for me?



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## **STRUCTURE OF YOUR ANSWER**

1. Present the problem/situation;
2. Actions that you took to solve the problem;
3. The result.

### **During the interview:**

- Turn off your phone;
- Behave and communicate freely;
- Pay attention to what is being said to You;
- If needed, write down the important information;
- Ask when you should expect a call.

### **Most common mistakes:**

- Unsuitable clothing;
- Interrupting, too long answers, or being distracted whilst talking;
- Negative comments about former employers, colleagues, yourself;
- Lies, short, formulaic answers;
- Being rigid, avoiding eye contact;
- Not having any questions about the job.