

Your approach for the interview should be to always be: Polite, Professional, Proactive, Punctual and Positive.

### Before the interview

Think carefully about how you want to approach the different subjects that are likely to enter the conversation.

Write your ideas down on paper and keep your notes ready. Also think of possible answers to typical questions, such as:

- What do you know about the company?
- Why are you looking for a new job?
- What kind of job are you looking for?
- What are your stronger and weaker points?
- What are your career goals for the coming two, five and ten years?
- Why have you chosen your specific business area?

Write down a list with five to ten specific competencies, tailored for the new job which you are applying for in the interview. Think analytically about how your previous experiences relate to the new position, and come up with a few examples. Do your research by reading the website of the company and/ or by contacting a Middle Point Consultant. Think of any questions and subjects you want to discuss with the interviewer, and write them down... You may want to ask some questions that show your commitment to the company for the long term. For example:

- A detailed description of the position.
- The reason why the vacancy is still open.
- Expected training and orientation programs (mention that you do not mind to continue learning after office hours).
- The growth strategy of the company and coming projects.
- Career and development opportunities for you within the company.

Think carefully on how to solve any issues (possibly with a Middle Point Consultant) that may impede your employment at the company; for example a long travel time, relocation, missing know-how, etc.

### In the days before the interview

- Clothing: Dress neatly, although don't be too formal (no tie).
- Make sure to bring a printed copy of your Middle Point CV, a notepad and two pens.
- Make sure that you are ready for the interview 15 minutes in advance. If you won't be able to make it to the interview on time, please contact the company or Middle Point. Save the two telephone numbers in case you need to make a phone call.
- Install the latest version from Skype, and make sure to test the software (image and sound) before the interview starts. (See [www.skype.com](http://www.skype.com) for downloading the latest version from Skype.)
- Make sure that you choose a good location for the interview, and that your telephone / computer has a good (WIFI) connection.
- Make sure that you are clearly visible for the camera, and seated in front of a neutral background with good lighting.
- When you are using your telephone / laptop for the interview, please make sure the battery is connected to the mains supply.
- Try to have a good night sleep.

### During the interview

- Try to keep any background noise to a minimum, so you will not be disturbed during the interview. Close the doors and turn off any electrical devices (radio / music).
- Sometimes the connection can be broken. If this lasts longer than 5 minutes, you should call the company. If you cannot reach the company, you can always call Middle Point.
- Smile, and you will leave a positive impression. It will also help you keep a calm and positive composure. Please remained seated during the Skype interview.
- Be confident. Your tone of voice and even your seating position will leave an impression on the interviewer. Speak clearly and with a good tone of voice.
- Be confident and smile, and you will leave a positive impression. Your body posture and your tone of voice will also leave an impression, even over the telephone. Speak clearly and in a good tone of voice.
- Make notes during your conversation. If you are invited for a second interview, they may ask you the same questions again.
- Don't wait for awkwardly quiet moments. Don't say many "uh's". If you need to think things through, just say so and take your time to reflect before answering.
- Don't interrupt each other for no good reason.
- In the beginning of the conversation, try to get a clear picture of the different tasks that come with the position, so you can match your background and experience with the position. Be efficient in answering any questions. Substantiate your answers with as many relevant examples and previous experiences as possible.
- Keep the conversation positive and non-confrontational. Don't make any condescending remarks on former employers. When a subject is sensitive, try to answer honestly but concisely, and stay positive.
- When you are asked about the salary, make sure your answer is in agreement with the conditions as discussed with the Middle Point Consultants. If they don't talk about the salary, don't start on the subject yourself. The main goal is to leave a good impression.
- Managers often try to discourage you during the conversation. They do this to test your reaction. It does not reflect on their interest in you for the position. Don't be discouraged during the conversation, and you can always reach any definitive conclusions afterwards.
- Make sure that by the end of the conversation, the company understands exactly why they should hire you for this position.

### Closing the conversation

Close the conversation with a positive remark from your end. Thank the interviewer for his/ her time and interest in you for the position. Emphasize again your interest for the position and the organization, and don't be afraid to discuss the following steps in the process.