



Make a good impression at the job interview!

A job interview is a conversation, not an interrogation.



The golden rules of a job interview:

1. Don't be late.
2. Do not arrive hungry or thirsty. Make sure your empty tummy isn't your focus during the interview.
3. Arrive suitably attired. Avoid jeans, skirts that are too short or necklines that are cut too low. Business casual is the most appropriate option. There's no need to be dressed in the latest fashions, but be well groomed.
4. Women – moderate make-up is advisable. Man – be clean-shaven if you don't otherwise have a beard.
5. Personal hygiene encompasses a fresh look, pleasant scent, clean hair, and neat fingernails. Don't let yourself be remembered for your bad breath or greasy hair.
6. Don't stay out late the night before your interview. A tired or hangover look from the night before will not help you give the impression that you are a serious job candidate.
7. Silence your phone during the interview.
8. Practice your interview with friends, family members or someone you trust to give you some credible feedback. Prepare yourself for the most common questions asked by employers.
9. Come to the job interview prepared – bring your CV just in case. You might not immediately remember what exactly your responsibilities with your previous employers were or when you worked there. This way, you will be able to check your CV during the interview.
10. Don't pretend. Employers see right through someone who is not genuine. Be yourself. Your business self.
11. Try to create a positive mindset before the interview. Don't expose yourself to negative news. Avoid meeting people who have the ability bring you down. Seek out the company of inspiring, optimistic people who can make you laugh.
12. When it comes to interviews, being nervous is a common feeling. Be ready for that feeling. Try to speak calmly, stay focused and convincing.
13. Send a short thank-you note to the employer a few days after the interview in which you emphasize your strengths and state reasons why you should be hired.
14. If you receive no feedback within a few weeks after your interview, check the status of the employment process with the employer (by e-mail or telephone). But be careful and do not be too pushy.



The most frequently asked questions during an interview

Tell me about yourself.

The answer should not be longer than a minute. State your name, surname, age and achieved education. Tell them why you are interested in this job, what are your strengths as a worker and why should they hire you. Take advantage of the openness of the question and briefly emphasize your special knowledge/skills and strengths.

Why did you leave your last job?

Be honest. Say if you were fired. Explain it in a way so you do not jeopardize your chances of getting hired. For example, say: "The company where I was employed found itself in financial difficulties. They decided to lay off some people and since I was one of the last people to join the company, I got laid off."

Why are you interested in this position?

Do not answer: "Because I really need a job." Answer in such a way that it is clear you are interested in the job. Make the employer immediately see you as part of their team. For example, say: "Because I want to contribute to your success. Because I relate to the values of your company (of course you must familiarize yourself with them prior to the interview). Because I know that your company would enable me to develop my potential and expand my knowledge."

Tell me about your work experience.

Provide only necessary and relevant details. Of course, you can mention a job that is not like the position you are applying for but keep that answer short. Don't forget to mention any significant accomplishments you've had at work.

What are your strengths?

Do not list the strengths you think employers would like to hear but say your actual strengths. Focus on the skills you have, the experiences you have gained, your personality traits. For example, say: "I have proven to be a reliable worker, as I stick to the given deadlines. I am communicative, but I'm also a good listener. I can maintain good relationships with my co-workers, and I work well in a team environment. I am meticulous in my work - in the past I have not received any criticism for making mistakes at work."

What are your weaknesses?

Your answer can not be: "I do not have any weaknesses." Nobody is perfect. List your actual weaknesses but be sure to mention your efforts to address them. For example, say: "I have a hard time being patient with colleagues who hide important information related to my work from me. To avoid this, I have had meetings with my colleagues and tried to obtain as much information as possible that I thought are necessary to successfully perform my job."

What is the biggest mistake you have made?

The employer is more interested in your reaction to the question than in the answer itself. They will be especially interested to hear what you have learned from the mistake. Never mention a mistake that could mean they will never hire you. For example, do not say: "Because I wanted to watch a game, but did not have enough annual leave, I made up that I was sick." Focus on less damaging mistakes. For example, say: "For a while, I had a feeling that my company was preparing to dismiss a lot of its employees, but I didn't do anything to find another job in time."

How would your former colleagues or your former boss describe you?

Focus on positive characteristics. Employers are looking for someone who will adapt and work well with other team members, so it is important that others see you as positive, smiling, hard-working and reliable. Do not mention negative characteristics unless they ask you about them.

What did you dislike about your last job?

Never criticize your previous employer, because this means that you could criticize them in the future as well. Protect the reputation of your previous employer and mention in a few words what you liked there but say you did not see yourself as a member of their team in the long term. For example, say: "I really liked working in my previous company. My superiors were very professional, but the opportunities for my career development were limited, as the company did not offer a promotion policy, and due to the company's financial situation, I was unable to receive any further training, as the budget for this was terminated."

Did you, at your previous job, suggest any improvements that your employer used?

Give specific examples. Sometimes it can be something simple. For example, say: "I suggested setting up a company Facebook profile, where we presented the company's services and products. In this way we tried to connect to the younger generation, who are also our customers."

What motivates you?

Never mention salary, as the employer will think you will leave the moment someone will offer you more money. The better answers are those related to the work itself. For example, say: "I am extremely motivated when I achieve success in my work. When I see that sales have increased because of my work. I am motivated by projects that force me to think outside my box."

What do you know about our company?

It is important that you know facts and details about the company you are interviewing for. So, make sure you do some research before applying. Who is the director, how big is the company and what the company does, what are their core values, have they won any awards or has there been any information about them in the media. It is not necessary to know the details, a general knowledge of the company is enough.



Why should we hire you?

This is your chance! Do not ramble on. Tell facts about yourself that are relevant to the position. For example, say: "I am a person who not only does my job, but also contributes to the success of the entire company. With my work experience and personality, I am someone who could identify with your existing team of employees. My core values are very similar to those of your company. I have the experiences needed for this position, but I am also someone who can adapt to changes and as such can be useful in other areas, outside of this position."

Where do you see yourself in five years?

Do not exaggerate. Do not answer that you see yourself in their position, because they are certainly not looking for their successor. Show that you are ambitious, but realistic. For example, say: "This depends mainly on how well I will do my job and what opportunities there will be for my career development. I do, however, want to improve my knowledge and gain experiences. I want my work to contribute to the success of the company and for my work to be recognized and appreciated."

What are your salary expectations?

It is important that you ask your friends or acquaintances before the interview (of course, if you know someone). The Internet is also a good source of information, as it can often provide data that is at least related to a similar industry, if not information for the company itself. It is more appropriate to give a salary range than an actual number. Employers usually choose the middle of the given range. Do not forget to mention that you are willing to negotiate the salary, so you avoid a situation where you have given too high a number and are no longer considered as a suitable candidate.

Is there anything you'd like to ask us?

Yes. Of course, you have a question! Do not ask questions whose answers are publicly available. Also, do not ask about additional leave or other benefits. These benefits will be presented to you if the company does offer them. Ask questions that will demonstrate your interest in the company and the position you applied for. For example, say: "What characteristics or experiences should an ideal candidate have? What do you think is the biggest challenge an employee will h in this position? What would be the most important tasks?"

Important!

All your answers should be truthful, as rehearsed answers are quickly overlooked. The answers mentioned above are given just to help you get an idea. You should think thoroughly about yourself and give the answers that are true for you. Thus, you will have the highest chances of getting the job. Good luck!

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