

THE INTERVIEW PHASE

Job interviews have many common characteristics. First of all, a CV that you write as well as possible, a motivation letter that is interesting and, of course, the discussion with the employer. Apparently, all interviews are similar to each other, but the reality is more different than you might think. Discover tips to prepare for any interview!

- Type of interview: face-to-face, online or over the phone
- How to dress for a job interview
- How to prepare a job interview speech
- How to answer certain interview questions

TYPES OF INTERVIEW: FACE TO FACE, ONLINE OR PHONE

Today's modern and technology-focused companies prefer to support their hiring processes with online interviews, at least as a first step. However, face-to-face interviews are especially important to many employers because, after all, physical encounters define us as people.

There is also the possibility of mixed interviews. For example, the selection can start with a simple phone interview, of a few minutes, but very important, as a first impression. Then, either an online or a "face-to-face" interview can follow, respectively with a physical presence at the company's headquarters. The latter can also be final interviews, but this does not always happen.

Let's see together how to successfully prepare for each type of interview.

HOW TO PREPARE FOR THE FACE TO FACE INTERVIEW

- The face-to-face or physical interview at the company headquarters is a classic one, which you are most likely already used to. Initially, the meeting may be with the HR person designated by the company or, more recently, to

streamline the hiring process, the department manager may also be present.

- Each employer has its own recruitment strategy, so you may have one or more interviews for the job you applied for, if you successfully pass each recruitment stage. For example, at Michelin you have a unique recruitment experience.

Keep the following tips in mind when having a face-to-face interview:

- Make sure you have location details. By the time of the interview, you will receive by e-mail the details regarding the location of the interview. Search the internet and see what are the easiest routes to get there. In addition, it asks for details ahead of time if everything is not clear enough.
- Arrive early. If you are very clear about the details of the location, calculate the arrival time so that you arrive 10-15 minutes earlier, for example. You will be able to settle comfortably in the interview room, without rushing.
- Voice and body language. It is excellently observed in this type of interview. It's not easy to give a flawless speech, after all, you're not at TED Talks, but you can control your voice and body language to successfully end an interview. Be calm in your speech, take short breaks, keep a moderate tone towards the interlocutor. It adopts a comfortable and at the same time elegant position on the chair. Sit with your hands and feet relaxed, otherwise you will convey signs of restlessness, excitement, impatience, etc. Maintain contact with the interlocutor when speaking.
- The art of selling your skills. The truth is that selling is an art. In an interview, you have to manage, in a limited time, to sell your skills in an honest, not modest way. You can resort to various tricks for your personal branding, but remember that what you say can later be reflected within the company. So, talk about your real skills, demonstrated in the past, that can help the employer in the future.
- Thanks. Whether they left a good or bad impression on you, thank the employer for their time and interest and ask them to send you some feedback, even if it's negative. Until then, all you can do is be patient.

HOW TO PREPARE FOR THE ONLINE INTERVIEW

An online interview can be less stressful for you than a physical interview because you are in your comfort zone, at home or any other familiar place. But remember, online interviews are just as important as in-person interviews.

Employers use specific tools to test candidates. For example, Michelin uses the structured recruitment interview. We care about you and it is very important for you to know that we focus on the accuracy of the information you give us during the interviews, i.e. we measure all candidate answers with the same scale. We're also interested in your professional experience and skills, so we'll prepare with some questions in this area as well. It is a win-win situation in terms of efficiency, fairness and integrity of the process.

Do you find this way of online testing interesting, and more than that, have you found a suitable job on our job vacancies page? We invite you to apply and get to know us online!

HOW TO ARRANGE THE SPACE IF THE INTERVIEW WILL BE ONLINE

Choose a room without noise, and if necessary, close the window and the door. If there are other people in the house when you schedule the online interview, make sure they know you're going to be doing an interview and that they'll keep you quiet. It also prepares a room with a very good brightness. In addition to this:

- **Equipment.** Make sure that the audio-video equipment (laptop, headphones, etc.) you use during the interview, as well as the typical conference programs (Skype, Zoom, etc.) are working properly.
- **Internet.** Check the status of your primary internet connection, and if you have a backup, such as a mobile data hotspot, activate it so you're ready to go.
- **Comfort.** You can sit at the desk or on an armchair, if you don't get confused by the equipment necessary for the proper functioning of the interview. The position must be a natural one, in which the video camera captures you

from the bust up. Remove unwanted objects and products from the frame. Prepare for the online interview 10-15 minutes before it starts.

HOW TO PREPARE FOR THE PHONE INTERVIEW

When you're looking for a job, it's important to be prepared for the phone interview, as many employers start the recruitment process with a phone call. Its purpose is to assess your skills against the requirements of the position you have applied for. The recruiter will select only those candidates who will go to the next stage, which can be a test or even the final physical interview.

This interview can be scheduled in advance, by email/phone, or it can be a call where you can be held for a few minutes. Whatever the situation, this first interview can give you an edge over other candidates if you follow these tips:

1. Do your research on the company. You can access the employer's website, social media pages or read employee testimonials. Familiarize yourself with the industry, the field of activity, the products and the services offered. This will help you provide personalized answers and ask questions. If you know the interviewer's name, you can look up their LinkedIn profile to start documenting from there. Prepare answers to any questions related to education, certifications, work experience, and other skills identified in the job posting. Don't forget to prepare 2-3 questions to ask at the end.
2. Open your CV and role description and make sure you have them with you at the time of the interview. Due to emotions, it is possible to forget certain details, but in this way you will have the necessary information at hand. Take the time to match your qualifications to the job description so you can tell why you're a good fit for the job opening
3. Choose the right seat to give your full attention to the discussion. Make sure you're in an area with good cell phone signal, where it's quiet enough to hear the conversation clearly. Avoid places with background noise, the presence of other people or anything that might distract you. If you're in a public place, try moving to a quieter area or using headphones. Do not

hesitate to politely request to reschedule the interview if the time is not right.

4. Maintain a professional tone, be polite, speak clearly, answer concisely and with reason. Listen carefully to the interlocutor and do not rush to answer until he finishes asking the question. You can find additional details to those in the job advertisement, regarding tasks, recruitment process or benefits. Last but not least, smile! Although the recruiter can't see you, remain upbeat and smiling throughout the interview, as this comes across in your tone of voice.
5. Show enthusiasm and interest. One of the biggest mistakes candidates make in the phone interview is lack of energy and motivation. Ask about different aspects of the job and express your genuine interest in the opportunity. As the interview draws to a close, make sure you find out what the next steps in the recruitment process are and when you might receive feedback for this first stage. End the conversation on a positive note - it will help you stand out and show that you are genuinely interested in the position.

HOW TO DRESS FOR A JOB INTERVIEW

In the view of most employers, the rules of dressing for an interview are almost standardized. It's about a simple and effective principle to keep in mind: dress decently. This will do nothing but help you make a good impression on the company you want to work for.

Therefore, adopt an office, casual, smart-casual attire. You can't go wrong with these styles. In addition, take into account the profile of the company, if you want to impress in a pleasant and creative way, from the point of view of the outfit. It can be a company with formal or informal business rules. For example, a video game company might appreciate a t-shirt or shirt that capitalizes on the spirit of gaming. Analyze a little photo albums with the team, from social media, or certain interviews given by managers in the company, who can communicate a certain dress code that they appreciate in their employees.

HOW TO PREPARE A JOB INTERVIEW SPEECH

A day or two before the job interview, you can prepare a speech to revise on the day of the interview. It's ideal to do this before you leave home, because on the road is a good time to get into a relaxed state. Discover the three important steps to consider:

1. Remember the job requirements, or re-read the job ad you applied for. Practically, along with your CV, it is the starting point of an employment speech.
2. Look for additional information about the company, in case you still need it and have any doubts. If you have this opportunity, carefully read the speeches or interviews given by the company's managers in the press. Don't skip them, as they can contain valuable information that you can include in your speech.
3. Think about your qualities and how you can highlight them within the company. Sooner or later, you will end up talking about them, and you need to not only list the qualities, but detail them, with experiences and situations you have been through. The detailing of the qualities is not seen by the employer in the CV, therefore, it is the time to make the most of your personal presentation. Pay attention to the length of the speech, which must be relatively short, without going into details of no importance to the employer.

5 OF THE MOST FREQUENT INTERVIEW QUESTIONS, WITH IDEAS FOR ANSWERS

WHAT CAN YOU TELL ME ABOUT YOURSELF

This question seems so simple that you might think you have the perfect answer. Although it's an interview ice-breaker question, the bottom line is that the

employer wants to know something about you that might interest them. If you start narrating your resume, as many tend to do, you will be stopped. That's not the point. A little secret is to keep in mind the job description you applied for.

For example, for a job in marketing you need to score about creativity, dynamism, innovation, etc.

WHAT DO YOU RECOMMEND FOR THIS JOB

A question you don't have to hesitate at all. In principle, good answers are those directed to skills. They can be practical (hard skills), i.e. what you actually know how to do in such a way as to bring value to the company, or soft (soft skills) - these have become more and more sought after by employers. It refers to skills such as adaptability, communication and interpersonal skills, analytical thinking and creativity. Prepare yourself with some examples or situations you have faced at your current job or in the past.

WHY DO YOU WANT TO WORK WITH US

We recommend that you think about the values and mission of the company, because from there you will be able to gather essential information. With them you will be able to give an answer that emphasizes your motivation to work in the company you applied to. For example, you have in mind the business model and the organizational culture, two aspects in which you must also find yourself. Otherwise, the employer may consider that you are not quite the right person. Additionally, consider what the company offers you. Within Michelin, you have the chance of a career path to develop your full potential.

WHAT MOTIVATES YOU AT A WORKPLACE

It's no secret that you work to earn money. You need money, but don't under any circumstances say that money motivates you in a job. The employer wants to know, in fact, what makes you enjoy coming to work. You can very well talk about your personal development, which will contribute to the company's successes,

you can talk about the fact that you find yourself working in a team or that you like helping people, especially if the company is a service provider.

WHERE DO YOU SEE YOURSELF IN 5 YEARS

The question can refer to both your professional and personal plans. From a professional point of view, you can answer with the job you applied for in mind. If you want to get involved and grow in the chosen direction, the employer will be able to consider that you are thinking about a stable, medium and long-term job. In short, it can count on you, because you're not just passing through the company. On the other hand, the personal plan dreams about your passions and concerns beyond the job. Talk about the aspects that motivate you, in the idea of becoming better.