

Key elements of a job interview

**Uraohjain Workshop
Job Interview Practice**

22.11.2024



Preparing for a Job Interview

1. Go through your application documents and online presence and compare them to the job

2. Plan a strong pitch – "hissipuhe"

- Prepare a 2-minute "elevator pitch" to introduce yourself
- Focus on your skills, experience, education and motivation – **relevant to the job**

3. Research the company

- Study their website and social media: values, mission, vision and strategy.
- Look into recent news about the company or industry.

4. Even prepare for the interviewer(s) if you can

5. Plan questions for the interview

- Prepare 1-2 thoughtful questions about the role, tasks, or company



The Interview Situation

- Make sure you have the **right address and a phone number** when you leave for the interview
- Arrive fresh and clean, dress appropriately, be **5-10 minutes early**, and treat everyone well.
- Smile, maintain eye contact, and offer a handshake that's **firm but friendly**.
- **Being nervous is normal**: be honest if they ask. Interviewers understand.
- **Be prepared for checks**: if your CV highlights language fluency, the interviewer may check it.
- **Tailor your answers**: emphasize skills and knowledge most relevant to this role.
- **Show eagerness to learn**: a growth mindset can partly compensate for limited experience, so don't apologize or belittle yourself, concentrate on the positives
- **Be engaged**: listen carefully, ask insightful questions and show genuine interest in the job.
- **Show your personality**: share interests or hobbies that complement your professional image.



Points of interest

Skills, experience and achievements

What are your key strengths or accomplishments?

Timing, readiness, timeline

When can you start or when have you succeeded in similar roles?

WHY?



1



Motivation

Why are you interested in this role/company?

WHAT?



2

Problem-solving, collaboration and adaptability

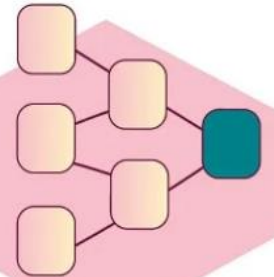
How have you handled challenges or conflicts in the past?

HOW?



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WHEN?

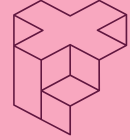


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The story of you and use of examples

- **Storytelling** is popular in marketing and brand building, but it's also a valuable tool in job hunting when creating **a picture of yourself as an employee**.
- **Use examples** where you explain how you've solved problems, collaborated within teams, or received feedback. Even the most cliché phrase or AI-generated speech comes to life and feels more authentic when supported by examples. It's great to use alongside "self-praise" statements, such as when you talk about **your motivation, how you got into your field, etc.**
- On top of skills, they also look for a real human being, "hyvä tyyppi" – a nice person that fits into their team or work culture.



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Common Questions

- **Tell us about yourself** → Prepare to deliver your "elevator pitch," about 2 minutes.
- **Do you know anything about our company?** → You can show that you've prepared
- **How did you** hear about this job **and why** did you decide to apply?
- **Tell us about your work at XXX**
- Tell us about a **success/ failure** you've had.
- What is your **dream job?** or Where do you see yourself in **5 years?**
- What do you expect **from your employer?**

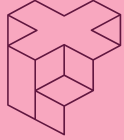
Even if they don't always ask, bring up some **soft skills**. Collaboration: explain how you've worked with colleagues, team members, clients or others. Time management. Communication. Problem-solving. Adaptability. Resilience. Leadership.



Show and tell

Portfolio, Projects, Code etc.

- Depends on the role, interview style, length of interview
- If you're in a field where this is relevant, be prepared to present your portfolio, code, or projects – anything that demonstrates your relevant skills, motivation, work approach, and problem-solving abilities. Remember to mention tools you've used.
- Don't present anything apologetically – believe in yourself and show enthusiasm for the topic.
- Explain how you approached the project, why you made certain choices, and what you learned from the experience. What would you do differently next time. Highlight customer/user experience, how you considered their needs in the work process, and how you gathered and used feedback. Testing (if relevant).

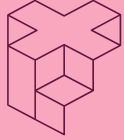


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Presenting Your Skills

If Limited Experience

- **Highlighting project work:** academic projects, volunteer work or independent projects are good ways to show your skills and enthusiasm for the field.
- **Skill with tools:** mention any relevant tools you know and how you've developed your skills, such as through online courses.
- **Show development potential:** discuss how you've quickly learned new things and how you continue to grow to meet new demands (how do you do this?).
- **Networking and staying up to date:** if you've attended events, webinars, meet-ups or courses - mention this.
- **Start something** - study something new, start a project or a light business. It will look good in your CV even if it's not finished yet. It shows your commitment to personal and professional growth even if your CV has some gaps.



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Networking and patience

- **Leave a good impression:** take note of the interviewers' names and roles, connect on **LinkedIn** and maybe you'll come across them again. The same people may appear at industry events, maintain friendly and professional relationships whenever possible.
- You can **apply to the same** company or similar positions multiple times: it shows genuine interest in the role or organization. Just be realistic and ask for feedback.
- **Join** industry groups and participate in discussions: attend industry events, fairs, and webinars – opportunities to meet or find out about potential employers or colleagues, either in person or virtually.

Networking doesn't provide immediate results: Continue building your network even after securing a job. A strong professional network can help you uncover opportunities that may not be publicly advertised.



Cultural Adaptability and Commitment

- Employers worry about **language skills**: show continuous learning, emphasizing both formal learning and informal use in daily life.
- **Cultural understanding**: mention your knowledge of local customs and values, showcasing how you've adapted to the culture. Multicultural knowledge or **Cultural Competence** is also an **asset** in many companies.
- **Long-term plans**: share your personal and professional goals, highlighting that you're invested in a future in the country.
- **Networking**: talk about local networks you've built - professional or social, indicating your active participation in the community.
- **Stability**: highlight residency or family commitments, to show you're planning to stay long-term.

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