

RESEARCH THE ORGANIZATION

Learn as much information as possible about the organization, its activities, and its values. Prepare questions for the interview.

REFLECT ON YOURSELF

Identify your skills, knowledge, and experience relevant to the job. Be prepared to highlight it.

PRACTICE YOUR ANSWERS

Prepare for typical questions such as: "Tell me about yourself" and "Why do you want this job?". Be honest and positive.

HOW TO PREPARE FOR AN INTERVIEW?

ON THE DAY OF THE INTERVIEW

Be on time and dress appropriately. Bring a copy of your resume and cover letter with you.

DURING THE INTERVIEW

Introduce yourself with a smile and a handshake. Be honest if you don't know the answer to a question. Show willingness to learn and grow.

AFTER THE INTERVIEW

Email your thanks for the opportunity and include any additional information relevant to the position that you did not mention during the interview.

WHAT TO PAY ATTENTION TO?

2.

BODY LANGUAGE

Enter the room confidently. Shake hands with everyone present.

4.

TONE OF VOICE

Keep your tone of voice moderate, neither too loud nor too soft. Your body language should align with your verbal communication. Avoid using jargon and inappropriate expressions.

CAREER CENTER

E-mail: karijere@efri.uniri.hr
Address: Ivana Filipovića 4, 51000 Rijeka
Phone number: 051 / 355 - 187

1.

BE THERE ON TIME!

Arrive about 10 minutes before the scheduled time. Use the extra time for preparation and organization.

3.

HOW TO ANSWER QUESTIONS

Focus on the questions asked. Avoid going into too much detail. Be natural and respectful towards the interviewers.

ADDITIONAL INFORMATION

A job interview is just one way employers assess candidates for a position. Other methods include psychological tests (such as intelligence tests, personality questionnaires, and team role questionnaires), reference checks, practical tasks, verification of professional knowledge, and language proficiency assessments.