

# Five tips for presenting yourself at a job interview

Translated by Content Engine LLC . CE Noticias Financieras , English ed.; Miami [Miami]. 10 May 2022.

[ProQuest document link](#)

---

## FULL TEXT

Friendly, competent and self-confident: conveying such an image in a job interview is no easy task. Here are five tips:

### 1. Prepare well - but how?

Preparing for job interviews should focus primarily on the question: What information is available about the desired position and the employer? To do this, applicants should gather as much data as possible.

"For example, I would analyze whether I know people who work at that company. If the opportunity arises, I would even contact the prospective employer," advises Silke Hell, systemic coach.

At the same time, it helps to think about what the potential employer will ask. Then you can prepare for that. It is best to do this with examples, says career counselor Silke Koppitz, who recommends avoiding rote answers. Nor is it optimal to use purely polite formulas. If someone says he or she is ambitious, I would also ask for examples and concrete situations, says recruitment manager and career counselor Stefanie Krahl.

### 2. Get to the finish line with structure

The personal presentation usually lasts no more than three minutes. It is important that you tailor the facts of your résumé to the desired position and the employers. "They have already made an analysis of the ideal candidate profile they want," says Silke Hell. To structure this information beforehand, it is helpful to use a mind map or a chart. There you can contrast the tasks performed so far with those requested.

One approach can be to divide the presentation into three main areas, says Silke Koppitz. "In the first, the highlights of the resume are mentioned. Then you talk about what you know about the position that is vacant. And finally you summarize why you are particularly suited for the position."

### 3. Self-bragging: pay attention to body language.

"Modesty is a virtue, but in the job interview you have to do a bit of self-bragging," says writer and economic journalist Angelika Rodatus. That starts with how the candidate enters the environment. "Logically, I have to come in confident."

When seated, one should maintain an upright and comfortable position. Hands should be visible on the table and feet should touch the floor. "It's about looking authentic and how you react to certain situations," says Stefanie Krahl.

### 4. Prepare the technology

In the meantime, application processes already include interviews via Zoom, Skype or Teams. It's already the norm, says Silke Koppitz. With all its advantages and disadvantages. In fact, applicants usually meet in their familiar environment. That creates security. It can help to stick a few reminder signs around the screen.

But: the technology has to work. In other words, before the interview, the video conferencing system to be used must be tested: Does the camera and sound work? Is the lighting OK? What can you see in the background? Is the Internet connection stable?

### 5. Don't be too passive

Interviewers also appreciate it in job interviews if you ask questions. But it does not help to ask standard questions. And it is better not to ask questions that can be googled first, says Silke Koppitz.

Instead, she proposes two thematic blocks. One focuses on information: Which ones are we missing to make up our minds definitively about that position? That might include questions about management style or specific job functions.

The other block has to do with questions about what the employer expects. "What is assumed for the first few months and what do you measure the success of that by?" suggests Koppitz.

dpa

CREDIT: CE Noticias Financieras English - CENFENG

## DETAILS

<b>Subject:</b>	Employers; Employment interviews
<b>Business indexing term:</b>	Subject: Employers Employment interviews
<b>Publication title:</b>	CE Noticias Financieras, English ed.; Miami
<b>Publication year:</b>	2022
<b>Publication date:</b>	May 10, 2022
<b>Publisher:</b>	ContentEngine LLC, a Florida limited liability company
<b>Place of publication:</b>	Miami
<b>Country of publication:</b>	US Minor Outlying Is lands, Miami
<b>Publication subject:</b>	Business And Economics
<b>Source type:</b>	Wire Feed
<b>Language of publication:</b>	English
<b>Document type:</b>	News
<b>ProQuest document ID:</b>	2662516849
<b>Document URL:</b>	<a href="https://www.proquest.com/wire-feeds/five-tips-presenting-yourself-at-job-interview/docview/2662516849/se-2?accountid=44910">https://www.proquest.com/wire-feeds/five-tips-presenting-yourself-at-job-interview/docview/2662516849/se-2?accountid=44910</a>
<b>Copyright:</b>	CE Noticias Financieras English, Latin America - Distributed by ContentEngine LLC
<b>Last updated:</b>	2022-05-12
<b>Database:</b>	ABI/INFORM Collection

Database copyright © 2022 ProQuest LLC. All rights reserved.

