



European Civic Attitude Through Social Entrepreneurship
2019-1-RO01-KA229-063748

Social Entrepreneurship Creativity vs Curriculum

Co-funded by the
Erasmus+ Programme
of the European Union



RECRUITMENT PROCESS

the online interview

- This is the second step of the selection of a company's staff (it is a great success if you passed the first one)
- The first approach is on the phone. It is considered an interview as well, so:
- You have to be kind and professional. Don't answer with exclamations such as: "oh"
- Remember to whom you sent your CV (you cannot answer: " I sent many CVs, who are you? Whom I speaking to?)
- You have to be flexible and disposable
- Keep at hand your Cover letter

AFTER THIS STAGE, YOU GET TO THE REAL INTERVIEW

SUGGESTIONS TO BEST DEAL WITH A JOB INTERVIEW

The interviewer is mainly aimed at understanding if the person fits for the social enterprise and so the companies focus on personal qualities. The technical skills will be improved afterwards.

THE INTERVIEWER

1. WHO DO YOU MEET?

- Personnel Expert
- Function Manager

2. HOW DOES AN INTERVIEW OCCUR ?

- Single
- Group
- Aptitude tests
- Logical tests
- Case- solving

TIPS FOR THE INTERVIEW

- **Inform** yourself about the firm
- **Compare** the characteristics of the job with your skills
- Train yourself to **illustrate** the curriculum (highlight strengths and justify weaknesses)
- **Prepare** a consequent strategy

There is always a list of required skills in the job proposal. Analyse them and compare them with your own experiences. Realize the creative way through which you can give an added value to the enterprise.

HOW TO QUALIFY AND OPEN A NEGOTIATION

Support the relevant skills you summarized in the CV with:

- Assertiveness and Empathy
- Personal motivation and motivation for the “mission” of the company
- Assertive communication

FACTORS TO HIGHLIGHT STRENGTHS

- **Relevant Studies**
- **Fluent English** spoken
- **Information Technology expertise**
- **Previous work experience**
- **Skills** appropriate to the role
- **Personal aptitudes** (flexibility, reliability, curiosity)
- **Creativity** to face unforeseen events

COMMON QUESTIONS ASKED DURING AN INTERVIEW

- What do you know about our company?
- Why should we prefer you instead of others?
- Why do you want to work here?
- Do you prefer studying alone or in groups?
- What are your highlights? and your weaknesses?
- Are you willing to travel?
- What do your friends say about you?
- Where do you see yourself in five years? What are your ambitions?
- Talk about yourself and working experience
- How do you handle stress?
- How do you spend your free time?
- What was your last experience? Talk about it.
- Would you be willing to work nights and weekends?

Prepare smart questions for your interviewers!!!!

WHAT TO ASK DURING AN INTERVIEW

- **Role** (whom will you depend on, what you will have to do, whom would you relate to)
- Possibility of **training and professional growth** within the company

SOME HINTS....

- Do not raise any problems in scheduling the interview
- **Be on time**, slightly early
- Always answer, but **don't interrupt**
- Avoid taking notes
- Don't criticize the other companies
- Pay attention to **non-verbal communication**- display confident body language and a smile throughout.
- **Wear** comfortable clothes
- **Don't lie**, be **honest**
- **Don't** ask about the **salary** and **holidays** – they will tell you

Remember...

Highlight what you can offer
and not what you want from
the company!

Thank You

Sandra Macrina

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"This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein."