

Workshop " Preparing job interviews for non-academic positions "

A job interview is a peculiar situation in which the stakes are high both for candidates and recruiters. That is why you cannot go there without being prepared: be professional, be accurate.

Duration: 4h

Goals

- Understand the recruitment process and recruiters' expectations
- Know how to present your background in relation to the targeted position
- Be able to optimize your oral communication and act as a professional during the recruitment process

Content

Methods and concepts:

- Understanding the recruitment process outside academia (focus on the business sector)- Knowing the different steps of the recruitment process, different types of recruiters and their expectations
 - Knowing common interview questions
- Convincing the recruiter
 - Preparing for the interview: before, during and after the interview
 - Knowing how to present yourself during the process: focus on marketing your research experience and achievements
 - Managing non-verbal communication
 - Taking into account cultural specificities

Exercise:

Role playing "Mock recruitment interviews among peers" in groups of 3, debrief in subgroups and feedback by the trainer

Trainer

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