

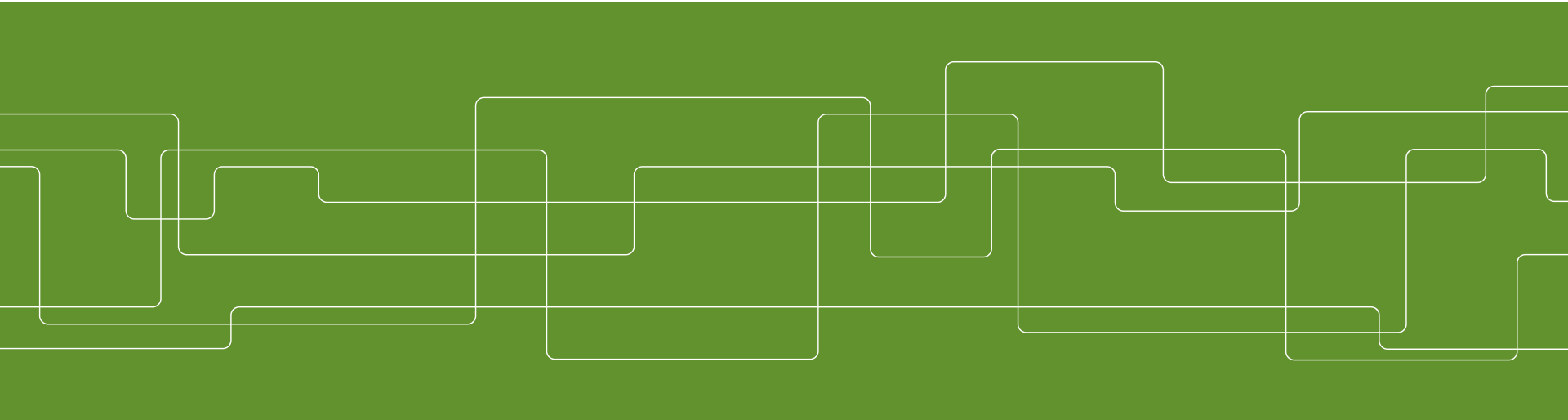


Career development

Master student

KTH Career: www.kth.se/student/framtid/karriar (English pages!)

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Introduction

Purpose

Feel informed and confident in your career development and job search. Your "own" process, your responsibility. KTH provides guidelines.

Five steps/ seminars plus own work with some exercises in KTH Social

To access the exercises!

Join the career group: **Career development for master students** on KTH Social:

www.kth.se/social/group/career-development-f/

Log in with your KTH id.



Today

Career development for Master students V:

How to prepare for and handle the job interview

- **Preparation tips**
- **Practice interview questions**
- **How to reply on common questions**

The purpose with the interview

Show the employer that you are the most suitable candidate





Preparations

- Learn all you can about the company and the job position
- Think thoroughly through **why** you applied for the job
- Practice on a short personal presentation, max 3 minutes
- Practice interview questions
- Prepare **your** questions

My goal with the training at KTH has been to ... I am a person who thrives when I Others tend to describe me as ... In my spare time, I usually ...





Different type of interview questions

Classic interview questions


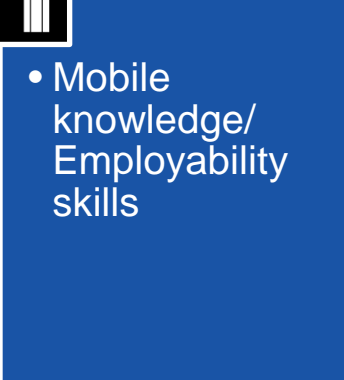
- What are your strengths?
- What is the most important thing you can contribute with?

List as many strenghts as possible inside every box


Examensticket / Degree Certificate



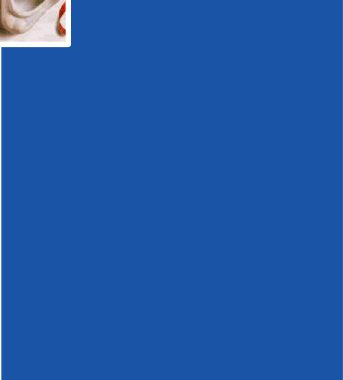
Knowledge based
Competence

- Achieved in school or by experiences

Communicable
knowledge

- Mobile knowledge/
Employability
skills

Personality

Choose 3-5 strenghts that match the requirements



Different types of interview questions

Behavior oriented questions

- Describe a situation where you prioritized tasks in an exceptionally efficient manner.
- Describe a situation when you felt really pleased with a decision you made and what it led to.

Competency Based questions

- Give an example of when you've overcome a problem at work?
- Give an example of when you've led a team?



Techniques for answering Competency Questions

The CAR Approach:

- Context
- Action
- Result



Exercise: Interviewing each other

- Work in pairs.
- Ask your friend three typical questions, start with number 1 and then choose two of the marked questions.
- Switch over after maximum five minutes.



Sample question 1

*Reflect upon the **purpose** of the question, discuss in pairs.*

“You are a recent graduate and somewhat less experienced than those we normally employ How do you view that?” (p 34, Kallberg)



Example question 2

*Reflect upon the **purpose** of the question,
discuss in pairs.*

“When you see something
that could be improved what
do you normally do?”

(p. 108, Kallberg)



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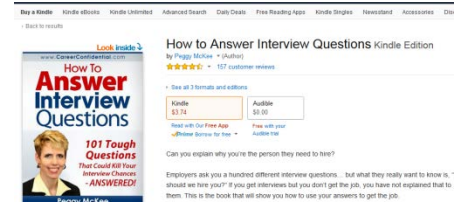
Examples on questions to ask...

- What would I be expected to achieve during the first six months?
- A typical career path for a person with my skills?
- How would you describe the business/ job culture?
- What qualities do you seek in your employees?
- Whom will I be working together with?
- What will be the next step in this hiring process?

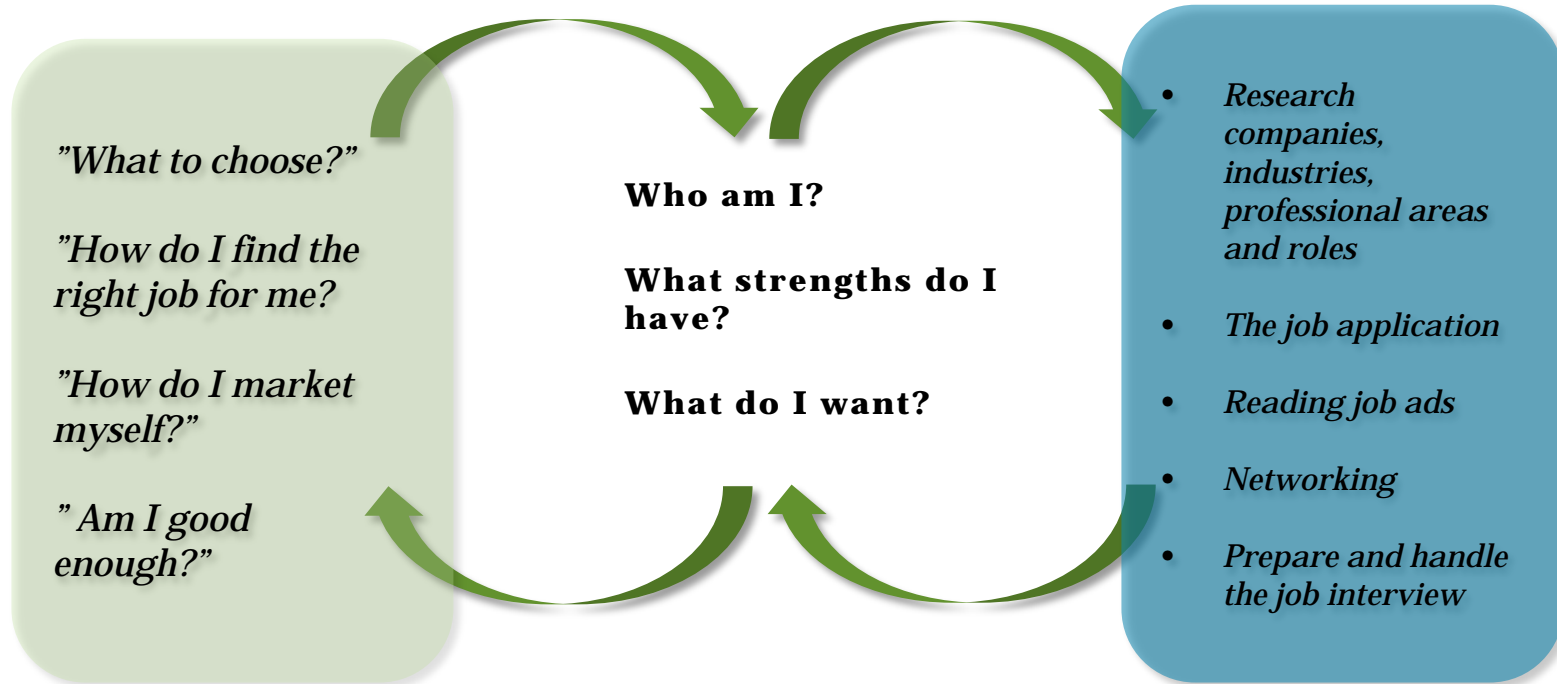


Books and sites

<http://www.forbes.com/sites/jacquelynsmith/2013/01/11/how-to-ace-the-50-most-common-interview-questions/>



Conclusion career development



Conclusion - Content seminars fall 2015

Date	Content	Venue
3/11	Step 1: <i>Career development – Who am I? What are my strenghts? What do I want for my future?"</i>	KTH Gröten, THS student union house
5/11	Step 2: <i>Employers serach for suitable candidates</i>	Main library, lecture hall "Syd östra galleriet"
10/11	Step 3: <i>My professional identity and how to link to other professionals</i>	Main library, lecture hall "Syd västra galleriet"
12/11	Step 4: <i>The job application. What should I write in my CV and cover letter.</i>	Main library, lecture hall "Syd östra galleriet"
24/11	Step 5: <i>How to prepare and handle the job interview</i>	Main library, lecture hall "Syd östra galleriet"



What's up next?

- **CV Café**

This week! Thursday 26th of November at 12.00 - 13.30

Venue: KTH Entrance building. Bring your CV!

- **How to make the most out of your presence on LinkedIn**

Guest lecturer: Jörgen Kihlgren from the Swedish union of leaders

February 9, 2016 at 12.15-13.00

Venue: Student union house, Lecture hall: "Gröten"