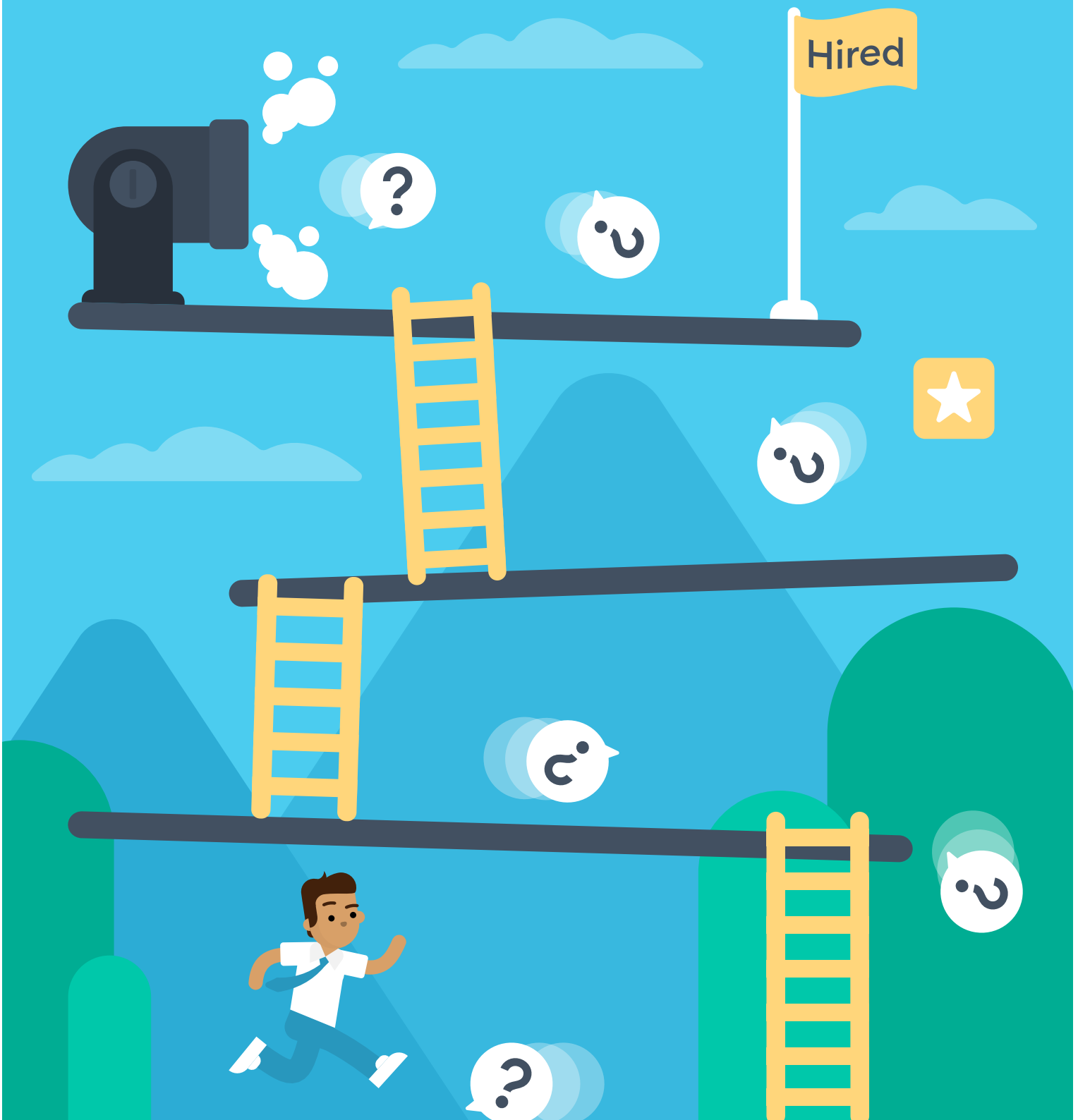


— novoresume's —

# JOB INTERVIEW MASTERCLASS



# Contents

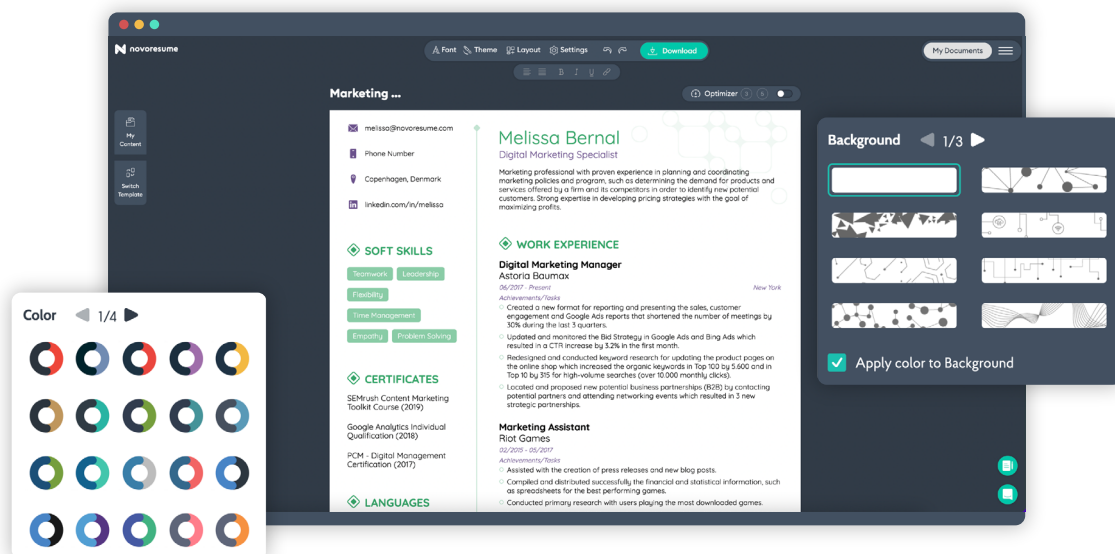
<b>An intro to Novorésumé</b>	<b>3</b>
• Hey there, thanks for buying the book!	3
• Interviews 101	5
• What you need to know	5
<b>Chapter 1 - Beginner's Guide to Interviews</b>	<b>6</b>
• Beginner's guide to interview etiquette - What you need to know	7
• How to dress to impress for any interview	12
• Interview attire cheat sheet	14
• How to research employers (to impress interviewers)	15
• What to do on the day before the interview	19
<b>Chapter 2 - Mastering the Interview</b>	<b>24</b>
• 1. Tell us about yourself	25
• 2. What are your biggest strengths?	26
• 3. What are your greatest weaknesses?	27
• 4. Why do you want to work here?	28
• 5. Why should we hire you?	29
• 6. What is your greatest professional achievement?	30
• 7. Where do you see yourself in five years?	31
• 8. What do you know about our company?	31
• 9. Why did you leave your last job (or why were you fired)?	33
• 10. Do you have any questions for us?	34
<b>Chapter 3 - Behavioral Interview Questions</b>	<b>35</b>
• What are behavioral interview questions (and why interviewers ask them)	36
• How to answer behavioral job interview questions using the STAR method	37
• The 10 most common behavioral job interview questions	39
<b>Chapter 4 - Beyond the Job Interview</b>	<b>49</b>
• What to do after the interview - Complete checklist	50
• Salary negotiation 101 - Get the best possible offer	51
• So what's next? What if they say no?	52
• What to do after the interview - Complete checklist	53
Step 1 - Show appreciation	53
Step 2 - Give a reason	54
Step 3 - Offer to stay in touch	54
• Thanks for reading - Before you go... The final checklist	55



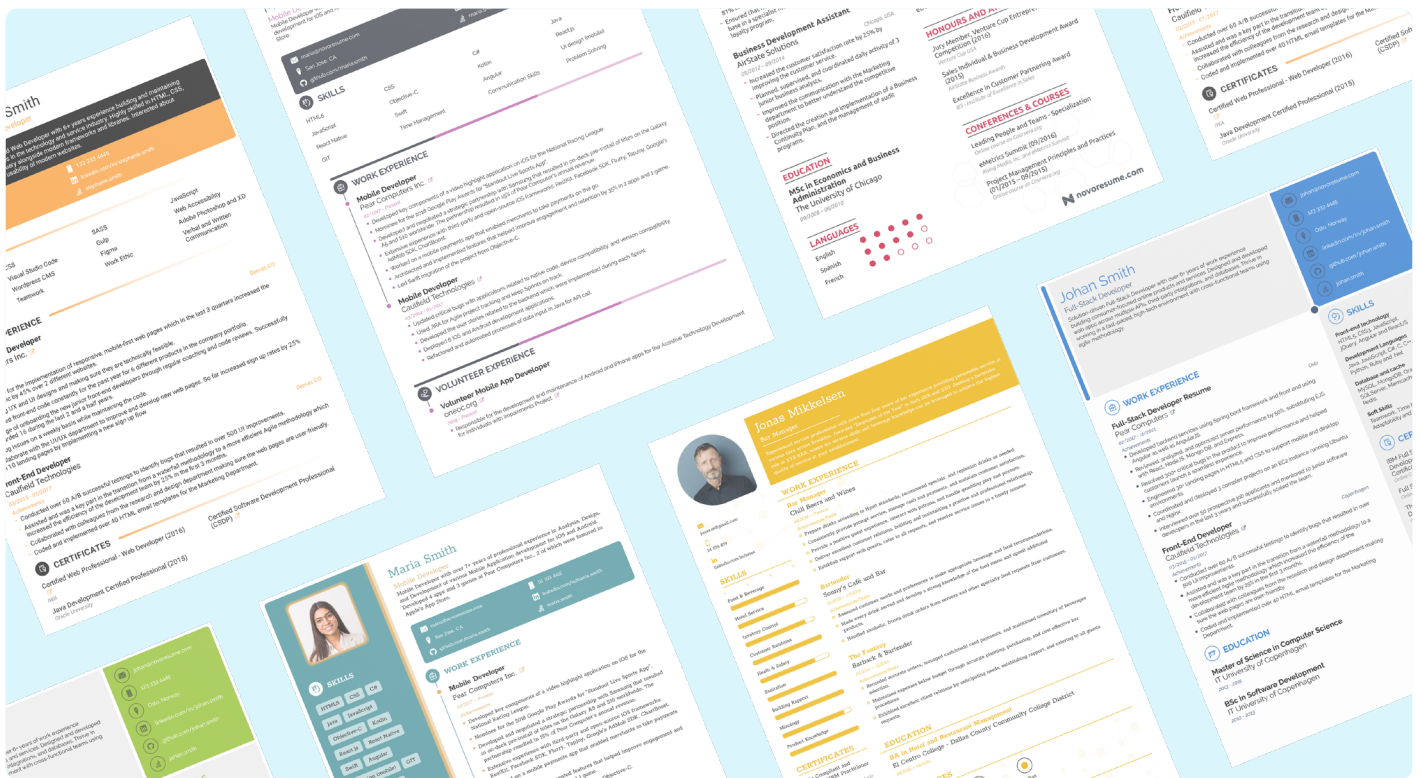
# An intro to Novorésumé

Hey there, thanks for buying the book!

If you're reading this, you're probably already a Novorésumé user who purchased the book from our website. In case you came across this book elsewhere, though, like at a conference or an event, here's a small introduction to who we are, what we do, and what this book is all about. At its core, Novorésumé is a resume builder company. We help our users create cutting-edge resumes and cover letters with our online platform:



During the company's inception, the founding team spotted a very common problem among professionals: Some of the brightest and most accomplished among them, as well as students just starting out in their careers, both struggle with finding a job that matches their talents. After digging deep, we realized that, in a lot of cases, this had nothing to do with the applicant being inexperienced or lacking skills. Rather, the culprit was their resume. Oftentimes, the resume does not reflect the bright, ambitious individual who crafted it in the first place. And so our mission was set – to create a resume builder that makes the process of creating a resume so simple that even an absolute beginner can use it to land their dream job. Fast forward a few years, if you've seen how our resumes look, you'd probably agree with us on this one...



**We absolutely nailed it** – the resumes created using our resume builder are well-designed, easy to skim, and make the candidate stand out. Helping our users create amazing resumes, however, was just one part of the equation. The resume might get your foot through the door, but you still have to impress the interviewer with your charm and get the job offer.

Which brings us to this book! As part of our vision to fight galactic unemployment, we set out to create the most comprehensive book on job interviews out there. This book covers just about everything you need to know about interviews from A to Z, including how to answer the most common interview questions, how hiring managers evaluate candidates, how to act during interviews, and much more.

But that's enough with the introduction! Once again, thanks for buying the book, and we hope it's going to be a game-changer for you and your career. Let's dig in.

# Interviews 101

## What you need to know

Let's start with the interview basics – what exactly are hiring managers looking for when interviewing candidates? This section aims to give you an inside view of what's going on in the interviewer's head during the interview. The very first thing you need to keep in mind here is this: Interviews happen once the hiring manager has already reviewed your application. They've assessed that you meet the basic requirements for the position (e.g., enough years of experience, the right skills, etc.) and that you don't have any obvious red flags in your resume.

### Now, during the interview, the hiring manager wants to:

- Get further insight into the candidate's experience and achievements. Is the candidate someone who excelled at their previous roles or someone who just does the bare minimum?
- Meet the candidate in person, get a feel for what kind of person they are, and see whether the person reflects their resume.
- See if the candidate shows personality red flags. Is the person agreeable? Are they capable of working in a team?
- Spot any signs of inconsistencies. Did the candidate lie about something major on their resume?
- Learn more about the candidate and their work habits. Are they someone who'd get along with other employees in a day-to-day work environment?
- See if the candidate's long-term goals align with the company. If the candidate is looking for a short-term gig before moving on to something completely different, then they're probably not the right choice.
- Decide whether the candidate is a good culture fit or not. E.g., if the company's management style is self-governing, then the employee has to be a self-starter (and their background needs to reflect that).

So, interview questions are meant to help recruiters understand whether or not the candidate meets the criteria mentioned above. If the candidate DOES meet the criteria, then there's a very good chance that they'll get the job. In this book, you'll learn all about the types of questions interviewers ask to determine whether you meet these criteria, and what you need to learn to answer correctly.

### Pro Tip

You're probably surprised that we left out "**confidence**" or "**interview prowess**" from the list of things HRs look for in candidates. Well, that's for a good reason. Confidence during an interview is good, but it's not mandatory. Unless you're applying for a management position (or something client-facing like sales or tech support), your personal charm or confidence is **not** that big of a factor.

If you meet all the other criteria, then chances are, you'll still get the job! So if you're the type who overthinks how they act during an interview, this news should come as a big relief.

# CHAPTER 1

# BEGINNER'S

# GUIDE TO

# INTERVIEWS



## 5. Why should we hire you?

---

When the interviewer asks “why should we hire you,” they basically mean “sell yourself.” If you’re applying for a client-facing role, for example, then the interviewer might ask this question to understand how good you are at sales. If you’re applying for any other role, then the interviewer simply wants to know, from your point of view, why you’re a good fit for this particular role.

### Six tips on how to answer this question

- **Be practical.** Focus on highlighting exactly how you’d excel at the role and deliver value for the company.
- **Don’t oversell yourself.** Otherwise, the interviewer might think you’re exaggerating your skills and experiences.
- **Keep it brief.** Stick to the main reasons you think you’re a good fit for the role without going too much into your background.
- **Mention the numbers.** It’s one thing to say “I have past experience doing sales” and it’s something else entirely to mention how you “managed to hit and exceed Q1 KPIs by 30%.”
- **Show enthusiasm.** Employers love candidates who are passionate about the job/company they work for. So, in addition to mentioning how you’re a good fit in terms of skills and experiences, also try to enthusiastically show why you’re excited about the role.
- **Be honest.** Finally, be honest about your skills and experiences. If you lie, chances are, the interviewer will find out sooner or later.

### 🟢 Sample answer

*“First off, I’ve got the right skills for the job. I’ve developed 10+ websites at my previous agency, all of which turned out to be very good-looking, mobile-friendly, and fast. Haven’t had a client that wasn’t happy with my work so far.*

*I also have industry experience. I’ve worked in two agencies before and I know how to perform well with tight deadlines in a high-pressure environment.*

*I’m also very excited about working with you guys specifically. My friend Mark who works in marketing mentioned a lot of great things about the company, and I’d be very happy to be a part of it.”*

# CHAPTER 3

# BEHAVIORAL

# INTERVIEW

# QUESTIONS





You've answered every standard interview question with flying colors, effectively impressing the hiring manager... But just when your confidence is at an all-time high, the interviewer throws you a curveball: "Tell me about a time when you went above and beyond your job responsibilities." And you freeze up – what gives? You don't particularly remember such a case, so you stutter, giving a weak answer. These kinds of questions are called behavioral interview questions and they're actually quite common in job interviews. In this chapter, we'll teach you all you need to know about such questions (as well as how to answer them right every single time). Let's dig in!

## What are behavioral interview questions (and why interviewers ask them)

A behavioral interview question is a type of question that requires a very relevant and concrete example of how you acted in a specific type of situation.

So instead of asking:

"What are your strengths?"

The interviewer asks:

"What's your greatest strength and provide an example of how you've applied it to your previous role?"

And just like that, a (relatively) straightforward interview question became much more complicated. Now, you must back up your answer with a concrete example. The reason interviewers ask these questions is pretty straightforward. Anyone can say "I'm a great leader!" but not everyone can put their money where their mouth is.



### A - Action

“After giving it some further thought, I realized that if we continued like this we’d never move forward. We wouldn’t agree with their approach and they wouldn’t agree with ours. So, I decided to bring in an unbiased third party who wasn’t emotionally involved in the discussion. So, we held a longer meeting without any time constraints and let the third party act as a mediator. On top of that, we made sure that whenever someone pitched a new idea, they backed it up with as many facts and arguments as possible, otherwise, it wasn’t valid.”

### R - Results

“In turn, this really helped bring something new to the table. The mediator gave us some honest feedback on all the bad ideas and infused us with some much-needed new energy. Most importantly, after two hours we ended up coming up with three new ideas that we all agreed on. As a result, the client implemented one of our ideas, which resulted in four new hires.”

See the value of the STAR method? As a candidate, it helps make it much easier to quantify your impact at your previous job. For the interviewer, on the other hand, the STAR method helps paint a much clearer picture of the candidate’s skills, saving them from having to ask a ton of probing questions.

### Note:

Recruiters always ask behavioral questions for the same reason – they want to make sure you can back up your claims with facts. As such, we won’t go into much detail about why they ask each question. What’s important here is to always remember to:

- Follow the STAR method.
- Give examples that are relevant to the job you’re applying for.
- Have a few examples ready before heading out to the interview.



# All You Need to Know About Job Interviews

For a Small, One-Time Fee

- ✔ Interviews 101. Learn what job interviewers evaluate when asking you specific questions.
- ✔ 10 most common job interview questions (that you'll definitely encounter), how to answer them, and sample answer examples.
- ✔ Introduction to behavioral interview questions and how to answer them using the STAR method.
- ✔ Interview etiquette and dress code. How to act and dress during an interview to guarantee a positive first impression.
- ✔ Guide to researching potential employers and answering the "why do you want to work here?" question effectively.
- ✔ What to do after the interview. Salary negotiations, following up on the job, and more.
- ✔ Freebie #1: Job Interview Cheat Sheet. Review this document before every interview, and you're all set!
- ✔ Freebie #2: Employer Red Flag Checklist. Learn how to spot red flags in potential employers and avoid a future workplace nightmare story.
- ✔ Freebie #3: 3 plug-and-play cover letter templates for students, professionals, and career-changers.



Copyright © Novorésumé ApS 2023

All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the creator, except in the case of brief quotations embodied in critical reviews and certain other noncommercial uses permitted by copyright law. For permission requests, write to [contact@novoresume.com](mailto:contact@novoresume.com).

Any references to real people, companies, or places are used fictitiously. Names, characters, and places are products of the author's imagination.

Novorésumé ApS  
Ny Carlsberg Vej 80  
Copenhagen, Denmark  
[contact@novoresume.com](mailto:contact@novoresume.com)

