

HACK THE **JOB** INTERVIEW

CV & INTERVIEW HINTS

WHO WE ARE & WHAT WE DO

YOUR CV & LINKEDIN

Story of one CV

Your CV's life cycle



Your CV

What should it look like?

It is the **first impression** you provide to your potential employer

Fits on a single A4 page

“Your resume says a lot about you. It determines whether you will be called in for an interview or not.”

Templates

? Adds a personal touch

! Keep it simple

Photo

? Shows who you are

! Choose wisely

Language

? Conveys your message

! Grammar & spelling errors

Content

? Adjust it to the job

! Do not lie

Your LinkedIn profile What should it look like?

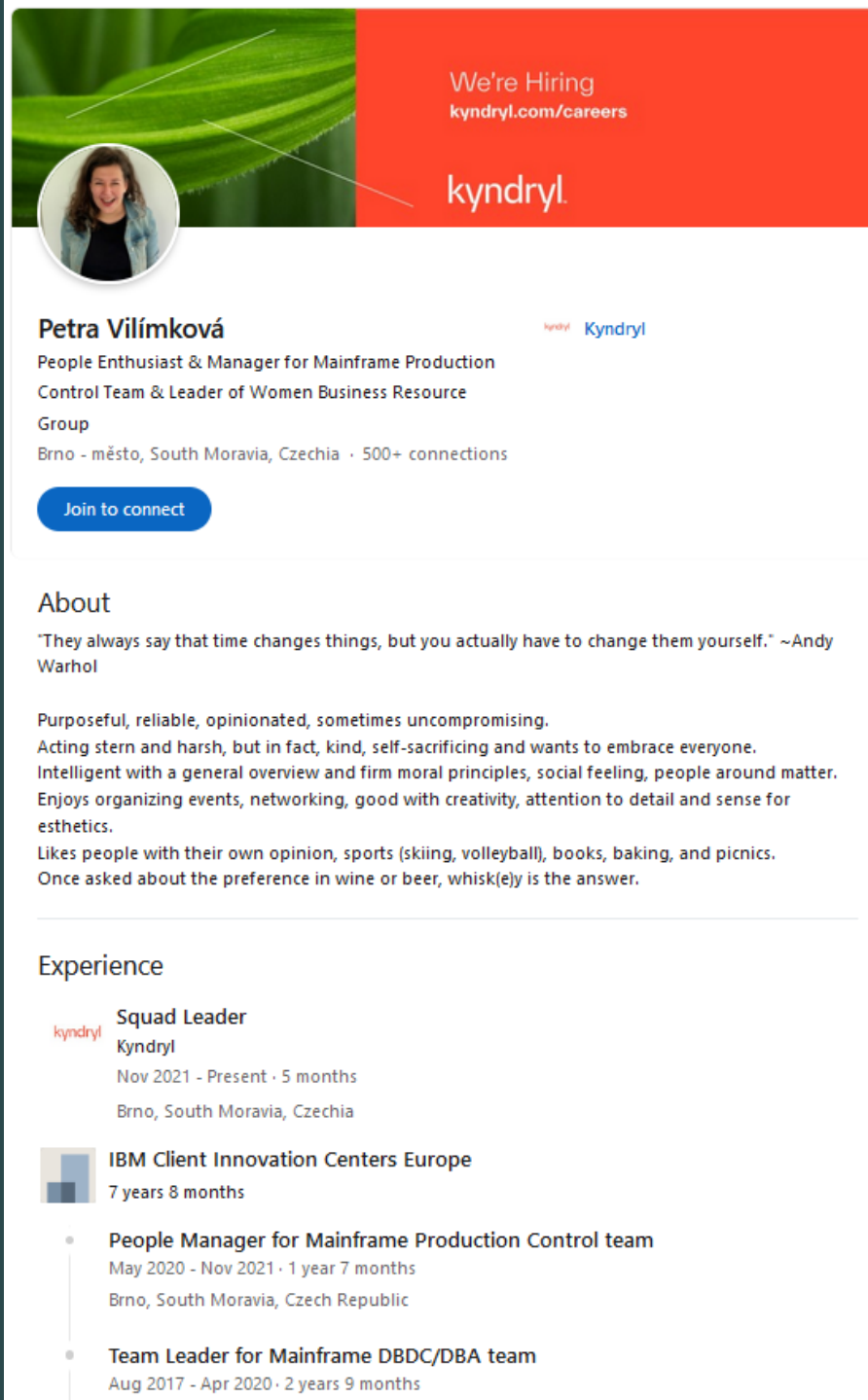
Make it YOUR reflection

Fill as much as possible

Grow your network

Endorse others

Be active



The image shows a LinkedIn profile for Petra Vilímková. At the top, there is a banner for Kyndryl with the text "We're Hiring kyndryl.com/careers" and the Kyndryl logo. Below the banner is a circular profile picture of Petra. Her name "Petra Vilímková" is displayed, followed by her current role: "People Enthusiast & Manager for Mainframe Production Control Team & Leader of Women Business Resource Group". Her location is "Brno - město, South Moravia, Czechia" and she has "500+ connections". A blue button says "Join to connect".

About

"They always say that time changes things, but you actually have to change them yourself." ~Andy Warhol

Purposeful, reliable, opinionated, sometimes uncompromising.
Acting stern and harsh, but in fact, kind, self-sacrificing and wants to embrace everyone.
Intelligent with a general overview and firm moral principles, social feeling, people around matter.
Enjoys organizing events, networking, good with creativity, attention to detail and sense for esthetics.
Likes people with their own opinion, sports (skiing, volleyball), books, baking, and picnics.
Once asked about the preference in wine or beer, whisk(e)y is the answer.

Experience

- Squad Leader**
Kyndryl
Nov 2021 - Present · 5 months
Brno, South Moravia, Czechia
- IBM Client Innovation Centers Europe**
7 years 8 months
 - People Manager for Mainframe Production Control team**
May 2020 - Nov 2021 · 1 year 7 months
Brno, South Moravia, Czech Republic
 - Team Leader for Mainframe DBDC/DBA team**
Aug 2017 - Apr 2020 · 2 years 9 months

If **you do not have any**
the first thing you do today after
school should be creating one

If **you have one**
check if it is in line with these hints

SUCCEED IN INTERVIEWS

1 before the interview

2 during the interview

3 after the interview

prepare in advance
before the interview

Research



Review



Readiness

What to KNOW

Basic Company Information

Job Description

Company Mission and Culture

News & Recent Events

prepare in advance
before the interview

Research



Review



Readiness

What to KNOW

Basic Company Information

Job Description

Company Mission and Culture

News & Recent Events

You and CV

Review your CV

Shape your Experience

Honesty

Positive Spin

prepare in advance
before the interview

Research



Review



Readiness

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You and CV

Review your CV

Shape your Experience

Honesty

Positive Spin

Managing Stress

Take time to prepare

Practice your expression

Prepare your questions

Smile

Showing up at the **wrong time**

try your best to show up on time – if you cannot, advise the recruiter before-hand!

Talking only to one person

if the interview is conducted by more than one person, make sure to make eye contact with everyone

Dressing inappropriately

when you are researching the company, make sure you clarify if there is a dress code requirement

Treating phone or video interviews casually

test your camera and audio beforehand and choose a quiet and private place where you can carry the interview in peace

Poor communication and body language

be polite and communicate with clear intention – avoid behaviors like fidgeting or tapping your knees/legs.

Acting arrogant or entitled

confidence and arrogance are separated by a thin line – you are invited to the interview, not the way around – humility in your answers is key

during the interview

your potential, strengths and weaknesses play an equal role, but you are the author of the outcome

INTERVIEW
IS A GO!

prepare for open ended questions

Why do you want to work for us?

Tell me about an accomplishment you are proud of

Tell me about a time you made a mistake (and what have you learned from it)

Describe yourself, keep in mind your CV

during the interview

demonstrate your skills and experience | prepare your own questions

What qualities are the most important to succeed in this role?

How would **my job affect the business** in the short and long term?

What **challenges** should I expect in the role?

In the time that you've been with the organization, how has your **career progressed**?

What is the **one piece of advice** you will offer to me if I earn the **opportunity** to join this organization?

during the interview
deal with unpleasant questions and situations

Politely ask the interviewer what **relevance** the question has to the position or why the question is being asked.

Redirect the conversation toward a discussion of your skills and abilities as they relate to the position.

You don't need to answer the question you are not comfortable with or if an employer asks anything offensive or discriminatory.

after the interview
following up

first impressions do not
last 5 minutes, you have
the full interview to
leave your mark

how to close your interview

Say Thanks!

Thank the Interviewer
for the time taken to
speak with you

Ask your Questions

This is your last
opportunity to clarify
any points about the
role and expectations

Echo your Interest

Before closing, echo
your interest in the
position applied and
why you are the best
choice

Confirm a Reply

If you are not provided a
timeline for the
interview feedback,
make sure to request
one

TIME FOR RECAP

succeed in interviews
ONE LAST THING

FEEDBACK

cost-free improvement opportunities