

The Components of a Great Interview



Practice!

just TAKE
A LESSON



The key is to be fully prepared.

Zadanie, od którego dobrze jest zacząć to refleksja.
Pomyśl, dlaczego rozmowa kwalifikacyjna Cię stresuje?

- Czy boisz się, że nie będziesz znać odpowiedzi na zadane pytania?
- Czy tak bardzo zależy Ci na pracy, że boisz się, że jej nie dostaniesz?
- Czy rozmowa o pracę będzie w np. w języku angielskim i obawiasz się, że nie będziesz w stanie dobrze odpowiedzieć?

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- Zastanów się, które obawy są racjonalne, a które wynikają z Twoich przekonań.
 - Warto wejść głębiej w siebie i pomyśleć, czy jesteś w stanie coś zrobić ze swoimi przekonaniami. Sama świadomość, że je masz to już duży sukces!
 - Co możesz zrobić z tymi realnymi? Przygotować się najlepiej jak potrafisz!
 - Potraktuj to jak projekt. Rozpisz, zaplanuj, podaj daty.





General questions

Koniecznie przygotuj odpowiedzi na najczęściej zadawane pytania. Zacznimy od tych otwartych.



Tell me about yourself

Example answer:

I have spent the last five years developing my skills as a customer service manager for XYZ company, where I have been promoted twice. (This is about the past) I love solving customer problems and I'm great at team management. Although I love my current role, I feel I'm now ready to move on and I seek new challenging assignment. (This is about the present) This position looks very exciting and I think my skills fit the requirements. (This is about the future)

Write your answer:

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Why do you want to work for this company?

source: www.amazon.com

The customer is at the heart of everything we do. Amazon is a place where smart, passionate people obsess over customers and innovate on their behalf. Amazon has created more U.S. jobs in the last decade than any other company. These are jobs that pay at least \$15 per hour, more than double the federal minimum wage. We also invest in employees' success. Amazon will spend over \$700 million to provide free skills training to employees—helping them further their careers in tech and in-demand roles such as cloud computing.

Example answer:

I want to work for Amazon because I think this company is customer focused and at my work I'm passionate about customer service. I also think at Amazon I would be able to improve my technology skills which I could use for my future career development.





Why do you want to work for this company?

Write your answer:

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What is your hobby?

Example answer:

One of my hobbies is working out and I noticed, in your job advertisement, that you have a gym for your employees. That is attractive to me not only because I can work out there but also because I'll be able to meet other employees in the gym and get to know them on a more casual basis.

Write your answer:

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Your Kaya is hiring!

Here is a real job description from Your Kaya.
Read it carefully. (Next page)

- Read again and underline the key words.
- Select 3 competences and write a few sentences about your strengths.
- Think of your 3 weak points – write a few sentences about them and give the plan how would you overcome them.

Write your answers:

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People & Culture Manager / Head of People & Culture

We'll say it upfront - we are looking for a renaissance person. We need you to have a broad and diverse skill set - marketing & PR (employer branding, communications), business development and sales (recruiting), product (employee experience, diversity, data), customer success (employee performance and satisfaction), a bit of legal (HR law, terminations) matched with a whole lot of determination.

Do you think you're up for it? Are you ready to jump on a train that along the twisty mountain rails will lead you to the summit of your personal development? If so, let's talk!

Requirements

- Min. 2-3 years of People Dept. or generalist experience working in a fast paced environment
- Experience in leading a team or multiple teams, preferably in a role of a People's Manager
- Ability to challenge the status quo and a willingness to search for a unique approach to solving problems (a problem solver type of attitude)
- Business and data-focused, with a clear view of how your role will impact the business
- Operationally minded with experience in setting up processes and repeatable systems
- Direct and confident, with great interpersonal skills



People & Culture Manager / Head of People & Culture

Responsibilities

- Make sure a high “fulfillment score” is maintained among all team members
 - Focus the team on the most important goals (OKRs) and motivate them to work at the edge of their abilities
 - Create efficient processes that make it easier for the employees to update their OKRs and incorporate them into 1 on 1s
 - Provide people with tools and methodologies that will drive their own performance and the performance of their teams
 - Run reporting on OKR updating and progression
 - Identify and anticipate employment needs to create a roadmap for team development
 - Optimize and manage recruitment processes - assist managers in searching for right candidates and help evaluate them
 - Work closely with the founders on developing clear career growth plans and future salary projections
 - Assist the managers and founder in assessing long-term performance of employees
 - Create and implement an employer branding strategy
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