Master your job interview

5.11.2025 at 14–15

Webinar contents

- Your expectations
- Recruitment and interview process
- How to prepare
- What to answer & what to ask
- How to handle inappropriate questions

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Laurea Career services

- Personal career counselling
- Workshops & webinars
- Building Career Clarity **video series**
- Employment information
  - Competencies and requirements
  - Salary information
- Working in Finland
- Trainee positions, thesis topics
- And much more

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Your expectations

- To learn how to **prepare for the questions**, **what questions** to expect
- What are the **questions they will ask** ?
- To learn tips how to **prepare for a job interview with confidence and without being confused**.
- When they ask a question, do we need to give answers like **long sentences, or are short answers** liked by them, or??
- Do they select on the basis of name or country or how they treat international students from [country] ? Does experience matter, or does the study matter, **or does the person's ability to do the actual work matter**?
- How to **connect with the right people in the company** for a job application and reach the interview phase. After applying, I always get a **negative response with no feedback**.

Upcoming career webinars
autumn 2025

- *Discover and express your motivation in job search*
- *Your voice and storytelling in job search*
- *Craft a clear structure for your cover letter*
- **Master your job interview**
  - *Wed 5.11.2025 at 14-15*
- Create good luck by building career capitals beyond skills and networks
  - Tue 11.11.2025 at 15-16
- Plan a sustainable career for yourself and the world
  - Tue 2.12.2025 at 15-16

You are also warmly welcome to join Metropolia and Haaga-Helia webinars as a part of 3UAS collaboration 💕

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Laurea Career Webinar: Create good luck by building career capitals beyond skills and networks 11.11.2025

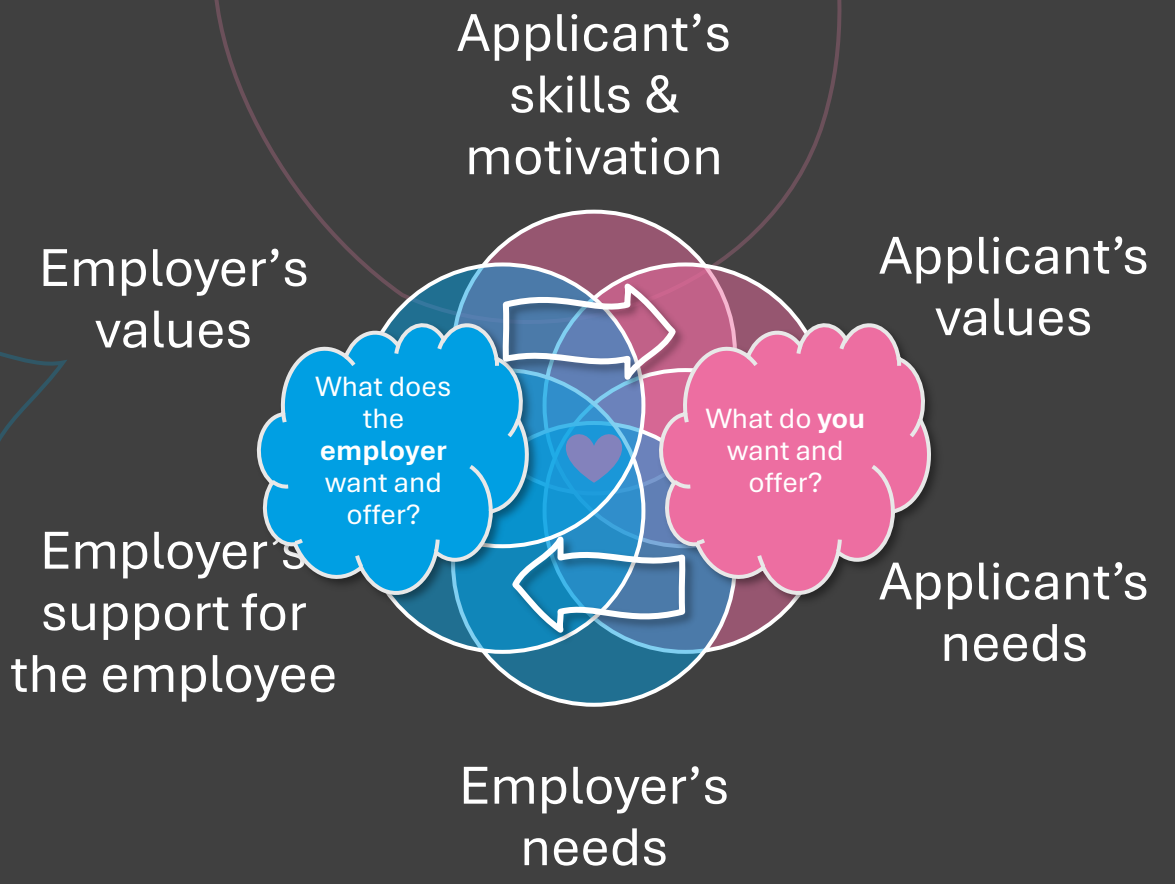
Workshops, Laurea Career Tools | JobTeaser

Find the full schedule here →

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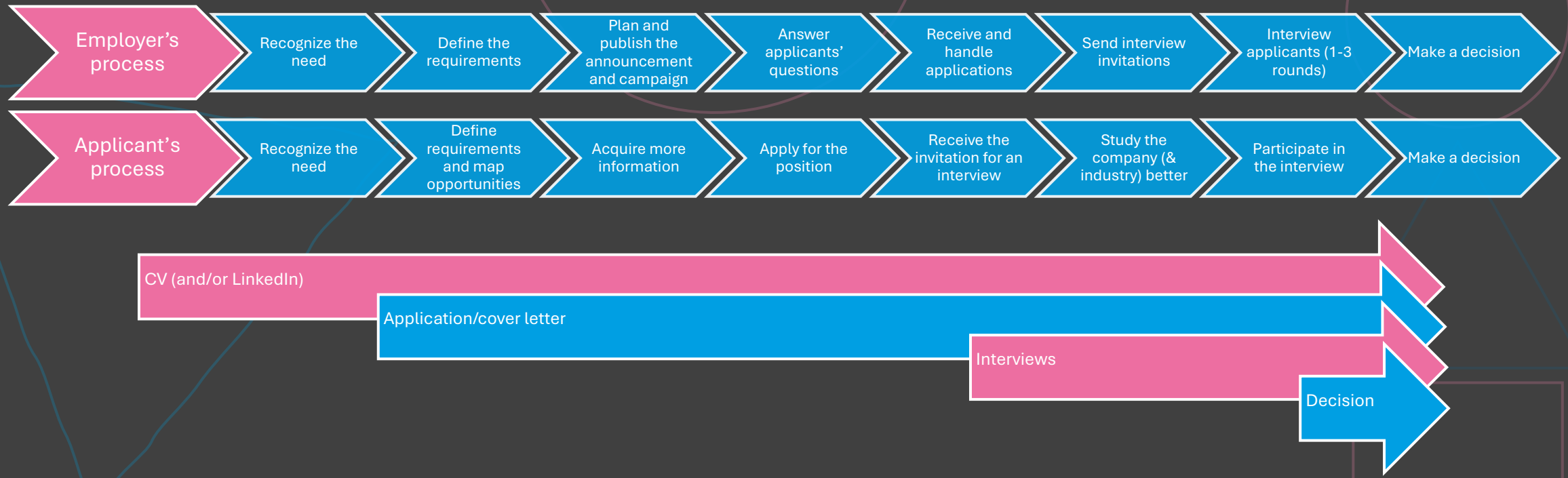
Why does the interview exist?

The interview tries to learn the similarities of skills/needs and future motivation between the position and applicant.



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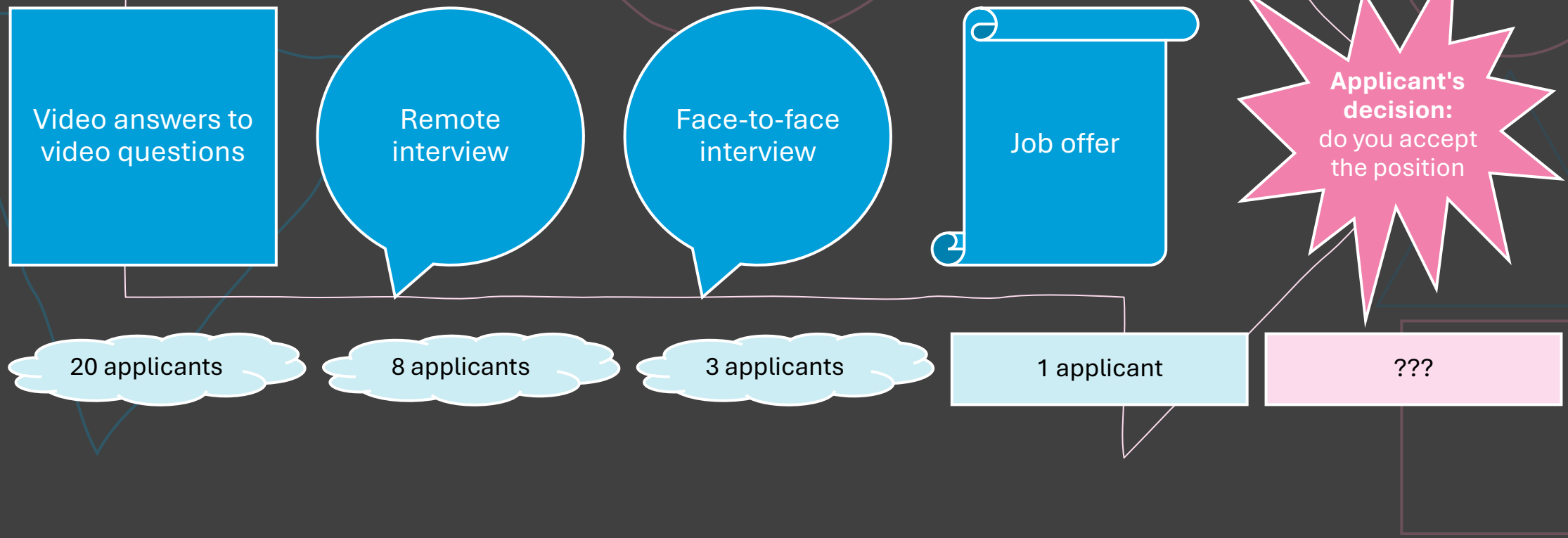
Recruitment process in a nutshell



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Interview process (example)

- 250 applicants
- 100 CVs get a closer look
- 45 applications are read



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Different types of interviews

Videos

Questions made in the video, the applicant makes their own video

Remote interview

Individual or group interview remotely

Face-to-face interview

One or more interviewers

Usually at the employer's premises

Group interview (multiple applicants)

Applicants see each other and talk to each other

Often remotely

Help and support other applicants! Give space and discuss.

Team interview (future colleagues)

At the end of the process, future colleagues participate in the interview

Telephone interview (scheduled)

Short interview over the phone at the agreed time

Phone interview (unexpectedly)

“Could we talk for a couple of minutes" type of call without scheduling

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Job interview 1.0.1 – *the basics*

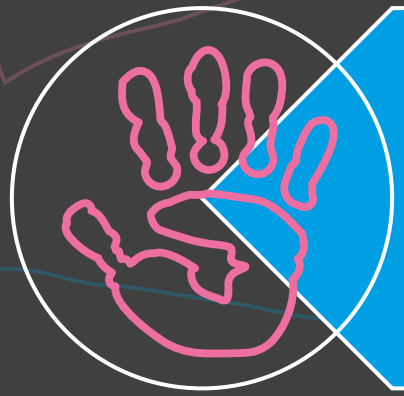
Both online and face-to-face

- Be on time!
  - *What if I'm late?!* → Have the interviewer's number saved and CALL them
- Dress according to the position you apply to (+1)
- Bring with you or prepare the documents required
  - *Ask beforehand if you need to bring documents*
  - Such as:
    - Employment certificates, diplomas, certificates…
    - Work samples or portfolio
  - Pen and paper for your own notes
- Find out the needs
  - Will they make tests?
  - What should you prepare for?
- Be yourself!

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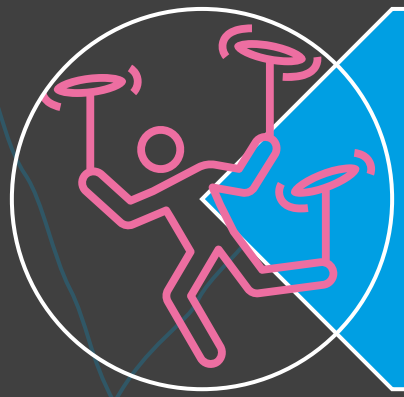
How to prepare

Know yourself



Learn your motivation

- What is important to you in life?
- What are your values?
- What do oyu want to achieve in your career?
- How does work affect your life (family, hobbies...)?
- What topics are the most important to you?
- How do you get the best out of you?



Learn your ways of working

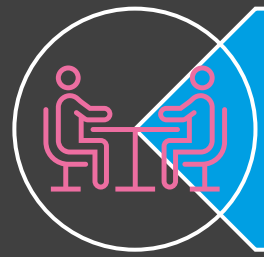
- In what circumstances do you work the best?
- Whatkind of leadership style fits you?
- How do you feel about goals, deadlines and monitoring?
- What assistance do you need?
- What kind of employment suits your wishes/needs?

Know the position



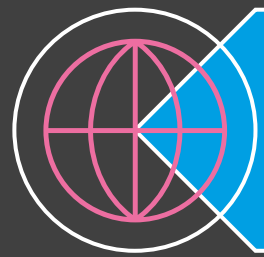
Study the position

- Read the job announcement and your cover letter again
- What are the requirements?
- What are the expectations?
- What goals does the position include?
- How are your needs in line?



Study the company

- What are the company's values, vision and mission?
- How is the company actually working with the above topics??
- What is the public talking about the company? *(Interpret "creatively")*
- How do they introduce the employees on the website?
- What do they tell about the employee experience?

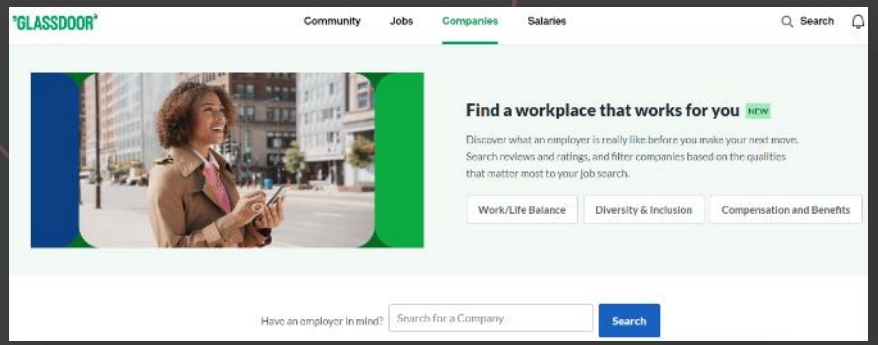


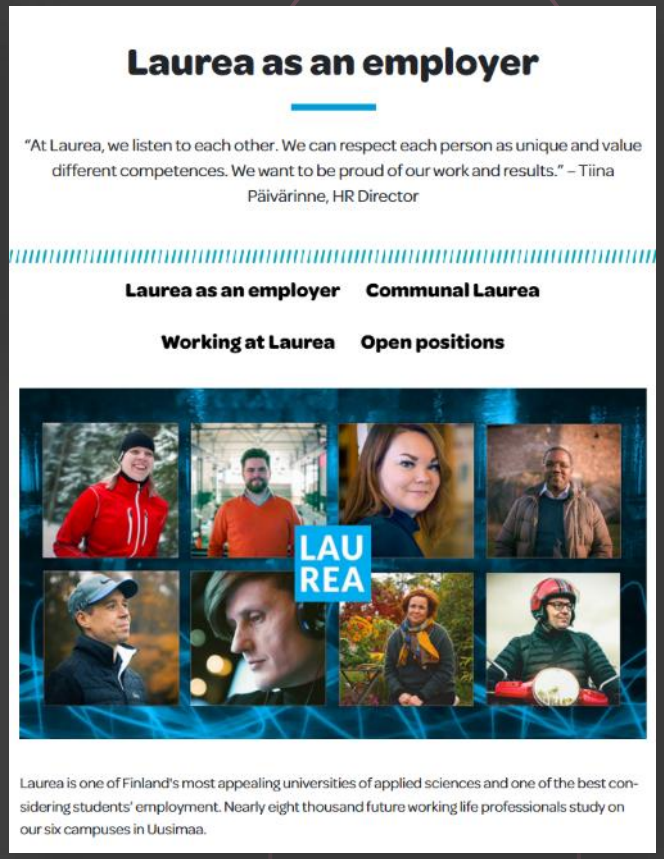
(Study the industry)

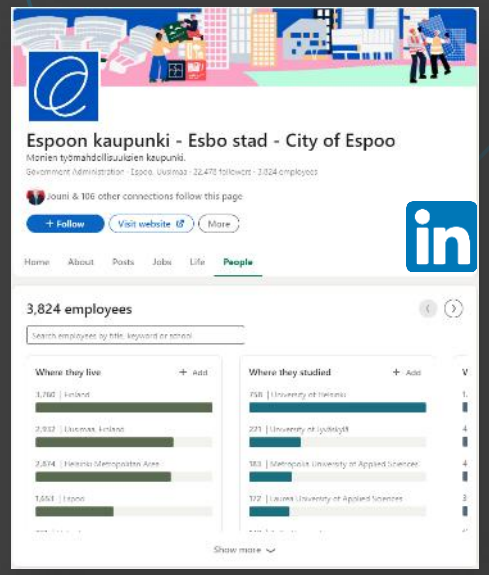
- *Is the industry making the world better in your point-of-view?*
- *What industry practices are you familiar with?*
- *Do you know any industry professionals you could talk with?*

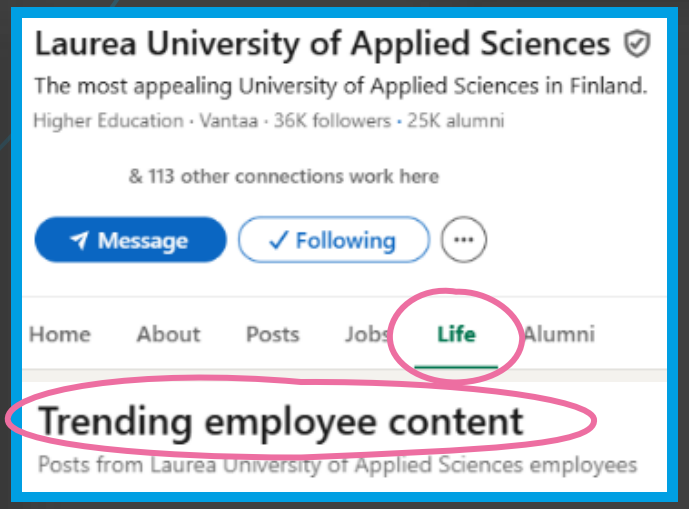
Get to know the company and the industry

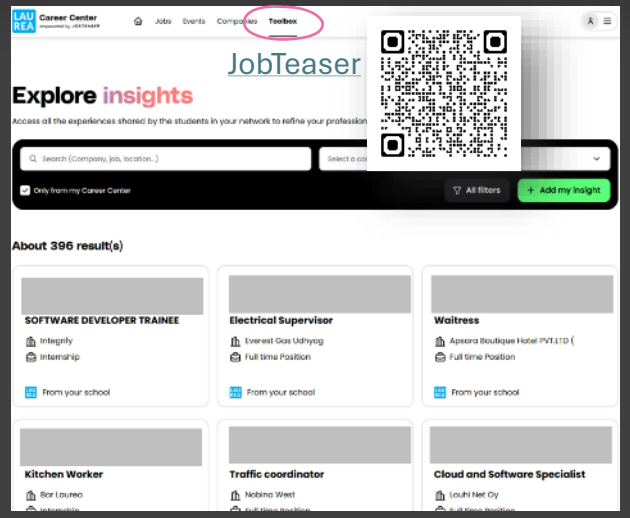
- The company's own website (recruitment, careers etc.)
- Corporate social media channels
- LinkedIn company profile
- News and online search
- Online forums and apps (e.g. Jodel)
  - *Be cautious!*
- Glassdoor and JobTeaser: Employee experiences
- Adk around: friends, acquaintances, relatives...











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What to tell about yourself?

Stick to relevant things	•Experience (work, studies, volunteering…) •Skills (other than work-originated) •Motivation (what is important to you and how the job will help you with that) •Feel free to discuss other than work-related topics when appropriate
Listen to the questions and answer them	•Don’t blabber about everything •Don’t anwer another question •Don’t hide relevant information •Don’t miss the chance to tell about your accomplishments
Be your honest and complete self	•Don’t try to guess what the interviewer wants to hear •Don’t hide your weaknesses •Don’t try to paint a perfect picture of yourself •**You are enough the way you are! And if you’re not or you don’t want to grow to be, it is not your position.**
What not to tell?	•Topics private to others •Bad things about colleagues or bosses •Health and financial issues in too much detail •That you really REALLY NEED the job because of an external issue such as salary

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Some FAQs and answers

”Tell about yourself.”
- Concentrate on your professional aspects
- You can add other things too

”What are your weaknesses?”
- Don’t try to ”disguise” your wekanesses to strengths
- Be concrete enough
- Explain how you can work with your weakness or learn it
- Read the job announcements and pick a weakness related to the position.

”What are your strengths?”
- Explain your relevant strengths concretely even if they are not obvious to the position.

”Where do you see yourself in five years?”
- Discuss your career plans broadly: what hopes and expectations do you have?
- It’s ok to say you don’t have a clear plan. In that case discuss how the position interests you at the moment and you want to see where it leads you.

”I am a 27-year-old woman from Espoo. I have two dogs and I go swimming three times a week.”

”I am a accounting student graduating this semester. I want to become an auditor and for that bookkeeping experience is both crucial and interesting to me. I also like swimming and walking with my dogs.”

”I’m too diligent and concentrate on my work too much. Of course not always, because I also want to keep th e office tidy and wash my colleagues’ coffee cups.”

”As a fresh graduate the industry practices are not yet familiar to me but I am eager to learn them. I have not use these specific softwares but I have come accross similar once in my studies and previous positions. I have learned to use them quickly.”

”I always do everything perfect and I don’t leave things undone. I am a active team player.”

”In my studies I have concentrated on accounting so I have a strong base to learn more through working. I have accomplished two accounting courses, both graded 5/5. My practical experience in handling cash as a cashier have strengthened my belief that this is my career path.”

”I am planning to travel around the world with freight ship and write a fantasy novel. It will help me become financially independent so I don’t have to work ever again.

”At the moment I am concentrating on deepening my skills in accounting. I aim to work as an auditor and I might reach that in five years with the right career path and professional growth in work, advanced training and networking.”

You don’t have to tell everything

- Information irrelevant to the position
  - Such as religion, gender, sexual orientation, military service, politics, alcohol consumption habits, family…
  - But: the interviewer can ask about your health information relevant to the position, such as ”are you able to work a full day standing?”
- Pregnancy, family planning, amount of children, childcare plans etc.

Since I am not a legal professional, I have added some sources here. You can find further information in Finnish through these links. You can use an LLM to assist you: copy the text from the page and ask the AI to explain the text in English (translation errors might occur).

- Työhaastattelun pelisäännöt – saako työnantaja kysyä mitä vain? - Palvelualojen ammattiliitto PAM
- Yksityisyyden suoja työhaastattelussa – Minilex
- HE 75/2000 - Hallituksen esitykset - FINLEX ®
- Työhaastattelussa ei saa kysyä raskaudesta, lastenhoidosta tai muista perheasioista (TAS/370/2010) | Tasa-arvovaltuutettu

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How to answer an inappropriate question?

- Try e.g. these:
  - Kindly point out an inappropriate question
  - Don’t respond or respond incompletely
  - Answer the question



- Fairly neutral answers
  - *” I'm not sure if I understood the question correctly. Could you please rephrase it?”*
  - *” Could you elaborate on how this question relates to this assignment?”*
  - *” I wish not to discuss matters that are not related to this task.”*

- However, assume that the interviewer does not INTENTIONALLY ask an inappropriate question!
  - The interviewer may not know that they are asking forbidden questions
  - They may not intentionally cause an embarrassing situation, but may be in an unfamiliar situation themselves
  - So also give the interviewer mercy and behave appropriately yourself

- If you are treated inappropriately, you can contact the interviewer's supervisor
- If you need legal assistance, you can contact e.g. your own trade union, or National Legal Services Authority *(https://www.oikeuspalveluvirasto.fi/en/legal-aid/)*

What to ask?

(Especially in the first interview)

But FIRST! Make sure you don't find the answers easily on the company website!

Some good questions might be:

"Good" = gives you important information

- What are the goals associated with this position?
- What are the expectations for me during my first months?
- What kind of team will I be working in?
- What is your best memory from working in here?
- How often do you recruit new people?
- Why is this position vacant?
- In what ways did the previous people in this position succeed?
- Is this a newly created position?
- What kind of development has happened in the position or is expected to happen?
- *Anything related to the recruiting process, such as schedules.*

Don't ask these

A "bad" question doesn't provide useful information

- Contract details:
  - Can I have a summer vacation?
    - *(You can discuss this in the contract negotiation)*
  - When is the salary being paid?
- Topics you can find out yourself:
  - What are the company values?
    → *Instead: How is the company value X visible in the daily duties?*
  - What products/services does the company provide?
    → *Instead: What is the company concentrating on?*
  - Who are the company customers?
    → *Instead: In what kind of industries do the (B2B) clients operate?*

Thank you.

Today we discussed:

- An interview is a discussion
- What do you/employer give and get?
- Prepare by knowing yourself and the position/employer/industry
- Prepare an answer to questions you know are difficult for you
- Prepare to ask something that gives you the information you need

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