

## JOB INTERVIEW TRAINING

### WHY JOB INTERVIEW TRAINING?

Job interviews are the most important hurdles in the application process. With your written application you have shown that you meet the basic requirements of the job. In the job interview, you demonstrate that your work experience and knowledge meet the job requirements. And you show that you also have the soft skills required for a successful job. You gain valuable information about the job and the environment in order to decide whether you are really interested. The job interview is a sales pitch to a professional. This requires good communication and therefore thorough preparation. Many applicants are under-prepared for job interviews because they do not think enough about themselves and their job-relevant experience.

### WHAT THE TRAINING EFFECTS

In the job interview training you will receive what you are missing in your job interviews: honest feedback about your appearance, your impression in the interview and your argumentations.

After the training you will be perfectly prepared for job interviews because you know what interviewers expect from you. You will adopt the right attitude and see yourself as an equal discussion partner. In addition, you will be convincing in the job interview by communicating relevant information through storytelling. You avoid standard answers and instead show the best you have to offer: Yourself. By setting meaningful goals, you will conduct the interview calmly and confidently. Finally, you know the three parts of a job interview: Preparation, Conduct, and Follow-up. And you give equal importance to all phases. You understand the background of the most important interview questions and have your answers ready:

- Please introduce yourself.
- Why are you interested in this position / our company?
- Why should we hire you for this position in particular?
- What is your mid-term career goals / Where do you see yourself in five years?
- Describe a situation in which you were confronted with a certain challenge...How did you solve the problem...?
- Tell me two of your strengths
- Tell me one weakness
- What do you expect from your superiors?
- What is important to you in the work environment?
- What is the reason for your job change?
- What are your salary expectations?
- What questions do you have about the job / the environment?
- Among other things

### ARTICLES ON THE TOPIC

- Are you still tapping or are you already telling?
- Influence? Yes – but the right way!
- How do you want to be remembered?

### HOW WE PROCEED

#### **Preliminary talk (by telephone or online)**

In a 15-minute, non-binding and free preliminary meeting, I will explain my approach to job interview training and answer any questions you may have. If you decide to work with me, we will discuss your specific concerns at the same time.

#### **Preparation**

- You send me your complete application documents (CV, motivation letter, references) as well as the advertisement of the job for which you want to practice the interview.

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- You prepare for our interview in the same way as you prepare for a real job interview.
- I will send you a script on job application for better understanding of the whole application process. You will better understand my suggestions in the training after reading it.

### **Session 1: Simulation interview (in person or online)**

We simulate a job interview based on a typical interview process. I give you feedback on how you conduct the interview, on your impact as well as on your argumentations in detail. I explain the expectations of your interviewers (recruiters and hiring managers) and the questioning techniques they use. We will discuss and optimize your answers. You will also learn about the most successful communication concept in job interviews: Storytelling. I will show you how to prepare specifically for job interviews, give you appropriate exercises and provide you with forms to use in preparation for and post-processing of the interviews.

### **Session 2: Success control (online)**

In order for you to check your progress based on the job interview training and your follow-up, we conduct a second training session sometime after the first session. During this session, we practice the most important answers once again and optimize your interviewing skills. Since the second training takes place online, you will practice your interviewing skills via Zoom, Teams or Skype. This prepares you perfectly for all types of interviews; in the recruitment process, you usually conduct interviews both in person and online.

### **Knowledge transfer**

In the training, I provide you with as much knowledge as possible from my more than 20 years of experience in conducting job interviews. In order for you to benefit optimally from this experience, I provide you with extensive

documentation. These serve as preparation for the sessions as well as for follow-up. And finally, you can use them to refresh your acquired knowledge at any time later.

## **GENERAL CONDITIONS**

### **Consulting location**

*In person*

Mühlebachstrasse 43 in Zurich

(5 minutes walk from Stadelhofen train station)

*Online*

MS Teams

### **Duration**

3 hours, divided into 2 sessions (2 hours and 1 hour)

If the time for two appointments is too short because of an upcoming job interview, it is also possible to do only the two-hour training.

### **Scope of services**

- 15-minute preliminary meeting by phone or online
- 2-hour job interview training, in person or online
- 1-hour fresh-up training online to monitor success
- Before the 1st training: Delivery of a comprehensive script generally on the application for your preparation and attunement
- After the 1st training: Delivery of a detailed documentation on the job interview for review and reference as well as forms for the preparation and follow-up of your job interviews.

## **YOUR NEXT STEP**

Arrange a non-binding and free 15-minute preliminary talk by calling 076 223 97 88, by e-mail, WhatsApp or Threema

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### ABOUT ME



«For more than 20 years I have been dealing with job interviews. Since 2008 I've been training applicants from different industries and functions for their job interviews. Before that, during 11 years as a recruiter and headhunter, I interviewed and recruited specialists and managers for companies in the financial industry.»

Peter Näf

Master of Arts University of Zurich  
Executive Master of HR Management

[QR Business card](#)



### Professional experience

- Since 2008 working as a self-employed career coach
- 11 years as a head hunter and partner with a personnel consulting company in Zurich; consulting and placement of professionals above all in the financial industry; handling direct search mandates for companies in the banking and insurance industry
- 4 years as an assistant to the management and head of administration with a portfolio management company
- 3 years as a partner of a company and shop for import and sale of Asian art and craft
- 1 year as an assistant in auditing

### Education

- Master of Arts University of Zurich (Economy) (1992)
- Coaching diploma, ias Institute for Applied Social Sciences, Bad Ragaz (2007)
- Executive Master of HR Management, University of Applied Sciences, Olten (2001)
- Further regular training

### Languages

- German
- English

### My company

#### COMMERCIAL REGISTER

PETER NÄF karrierecoaching is an individual company registered in the Commercial Register of the Canton Zurich.

(Company no.: [CHE-114.254.808](#)).

#### VALUE ADDED TAX

VAT no.: [CHE-114.254.808 MWST](#)

#### RETIREMENT INSURANCE (AHV)

SVA Sozialversicherungsanstalt Kanton Zürich

Account no.: FC0.983

([Confirmation of self-employment](#))

# PETER NÄF karrierecoaching

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## MAP

My office is situated at Mühlebachstrasse 43, 5 minutes walking distance from railway station Stadelhofen. The main entrance is located next to Café Mühlebach at the junction of Mühlebachstrasse and Kreuzstrasse. The entrance is open from 7am to 6pm. Please come up with the elevator to the 4th floor and ring the bell there. In case the entrance is already closed, please call me via your mobile phone and I will come and meet you.

Public transport	
Line	Stop
S-Bahn 3, 5, 6, 7, 9, 12, 15, 16 (3 min. travel time from main station))	Railway station Stadelhofen
Tram 2 + 4	Kreuzstrasse
Tram 11 (from main station) + 15	Kreuzplatz
Bus 31 (from main station)	Kreuzplatz
S18 (Forchbahn)	Kreuzplatz

Walking	
Starting point	Walking distance
Railway station Stadelhofen	5 minutes
Tram stop Kreuzstrasse (Tram 2 + 4)	3 minutes
Tram/Bus stop Kreuzplatz (Tram 11+15, Bus 31)	3 minutes

Car	
Car park	Walking distance
Neumünster Zollikerstrasse 1	4 minutes
Feldegg Riesbachstrasse 7	5 minutes
Utoquai Färberstrasse 6	6 minutes
Opéra Schillerstrasse 5	7 minutes
There are some public, fee-paying parking lots in front of the building and in the nearby area.	

