ΤΜΗΜΑ ΜΟΡΙΑΚΗΣ ΒΙΟΛΟΓΙΑΣ ΚΑΙ ΓΕΝΕΤΙΚΗΣ

Υπεύθυνη συντονίστρια μαθήματος
Μαρία Αλεξίου Χατζάκη
Αναπλ. Καθηγήτρια

PERSONAL SKILLS DEVELOPMENT

CV & Interviewing

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○ HR RECRUITMENT AND SERVICES, EC CINEA

Definitions

- **Competence**:

  - the quality of being adequately or well qualified physically and intellectually

  - *Proficiency – fitness*

- **Skill:**

  - an ability that has been acquired by training

  - an ability to produce solutions in some problem domain

- **Soft skills:**

  - personal attributes that enable someone to interact effectively and harmoniously with other people.

  - *Teamwork, persuasion, influence, problem solving, patience, ethics service culture, motivation, assertiveness*

Overview
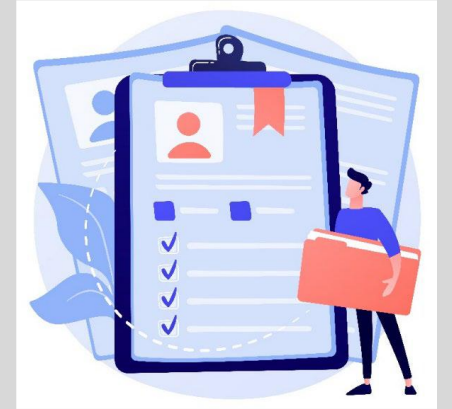
01
How to smash your application

## 02
How to smash your interview?

03
CV writing

Tips for your application

◦ **Reflect**: should I apply or not? Am I eligible, suitable and sufficiently motivated?

• Study the **vacancy notice**: job description, eligibility & selection criteria

• Adapt CV & Motivation Letter to the **Job Description, team/sector/department and organisation**

• Highlight in bold **relevant experience/knowledge** to the job

• Don't wait for the last day to apply!
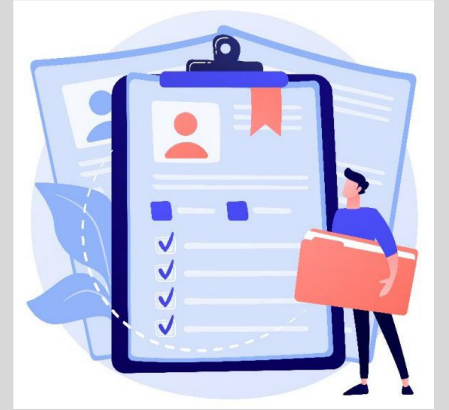
Tips for your application

Motivation Letter (1)
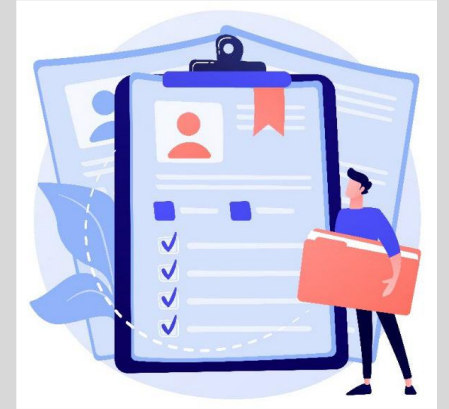
- In English and 1 page max

- Different to a cover letter (your experiences are already in the CV, here we want to know what elements of the job **motivate** you!)

- Personalised to position (Job Description and Selection criteria) and organization

Tips for your application

Motivation Letter (2)

◦ Use it to add value! So, include:

- Name of the position, organization
- Why the mission of the organization and team resonates in you
- What aspects of the Selection Criteria you fulfil and what tasks of the Job Description motivate you the most
- How you can contribute to the success of the team

Overview

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writing

# In an interview, what elements can be explored quite well?

- Technical skills (the candidate either knows it or not)

- Linguistic skills

- Work experience

- Education

- Qualifications

- Knowledge (job specific, EU institutions, policies etc)

Objective of the interview = **Verify coherence with CV**

Tips for your interview
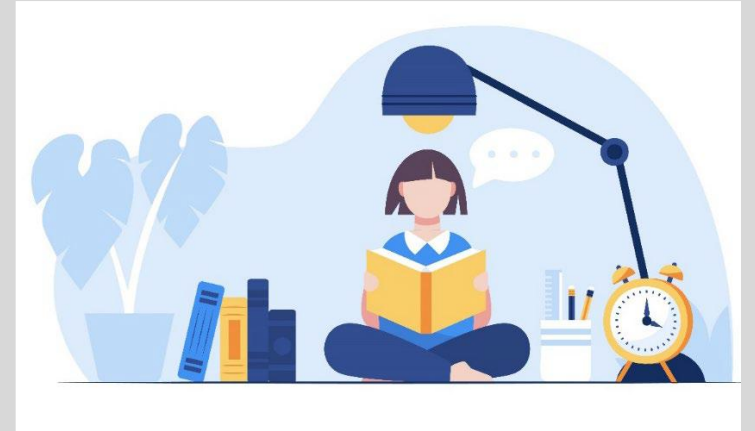
What to do before

- Read about the institution, Unit or Domain

  - Get to know their history, structure, activities, values and mission

  - How do you see their activities evolving?

  - How do you see yourself evolving there?

- Be sure you know well what you wrote in **your application**

- Understand the style of interview: **structured interview**
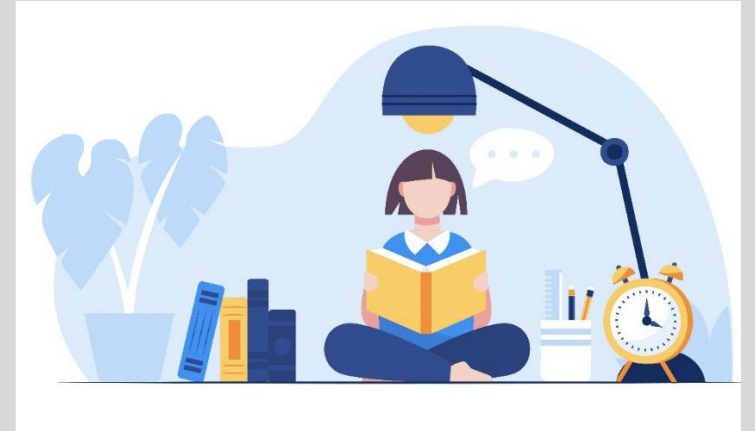
Tips for your interview

What to do before

- Rehearse for potential questions:

  - Presentation:

    o Concise & structured (2-3 min)

    o Focus on your most relevant experience, studies and knowledge to the job.

    o Highlight relevant technical and soft skills. Ask yourself how you fit the Job, the Team and the Organization.

    o Show familiarity with the activities of the institution, Unit and projects

  - Your **motivation** - for the specific post, institution and organization
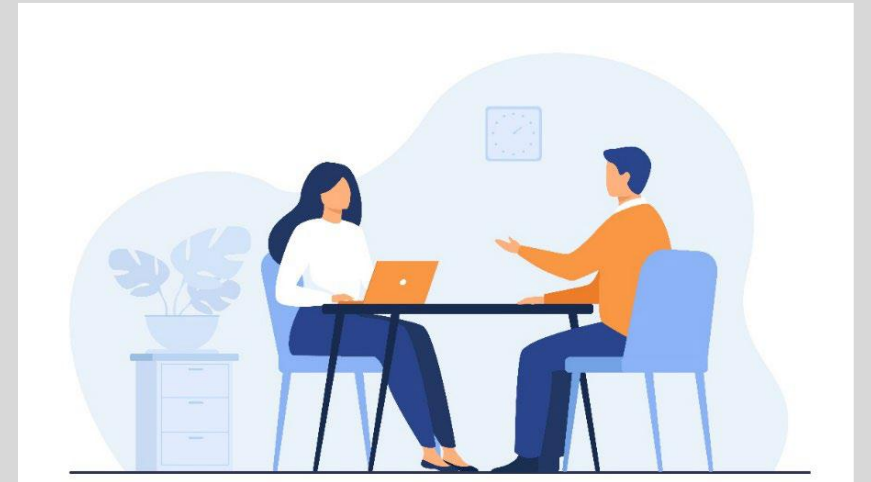
Tips for your interview

What to do before

◦ Rehearse for potential questions:

- Technical knowledge - get inspiration from the vacancy notice

- Institution and EU programme

- Procedures & tools

- **Interpersonal Competencies**: teamwork, cooperation, resilience, conflict management, etc. You can look for typical questions about them online. The questions are based on the Selection Criteria!

◦ What can you bring to the post and team? Best candidate?
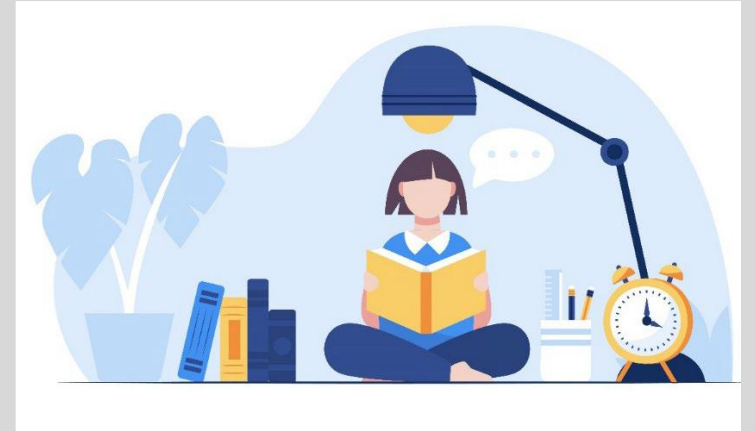
Tips for your interview

What to do during

◦ Be structured, concise and to the point

◦ Listen carefully to questions & answer accordingly:

  • If unclear, ask the panel to repeat the question

  • Pay good attention to two-fold questions

  • Focus on the question and not on the answer you have prepared

  • If asked a situational question, reply to the described situation – use STAR Model

Tips for your interview

What not to do during the interview

• Don't be late

• Don't read your answers

• Avoid jargon

• Don't be too informal

• Don't assume the panel knows you or your work

• Don't lie
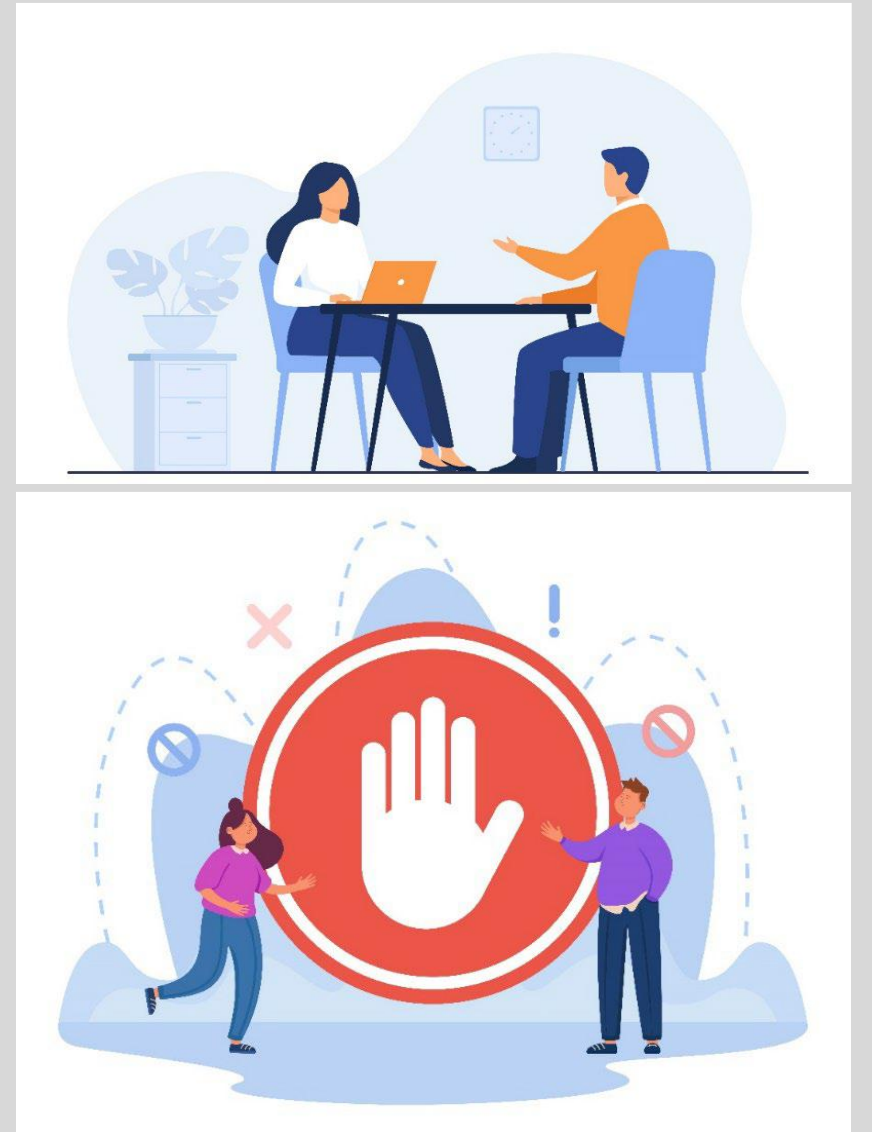
Common evaluation biases

- **Stereotypes** – rating a candidate based on external observable elements

- e. .g. color, geographical origin, language, gender, looks...

- **Trojan Horse** – being less likely to let very strong candidates pass, out of fear for subsequent on-the-job competition

- **Uniqueness** – belief that you or the group/ community you belong to is unique, special, superior

- **Confirmation bias** – giving more credibility to arguments that corroborate our initial point of view and discredit information that contradicts it, *in spite of evidence*
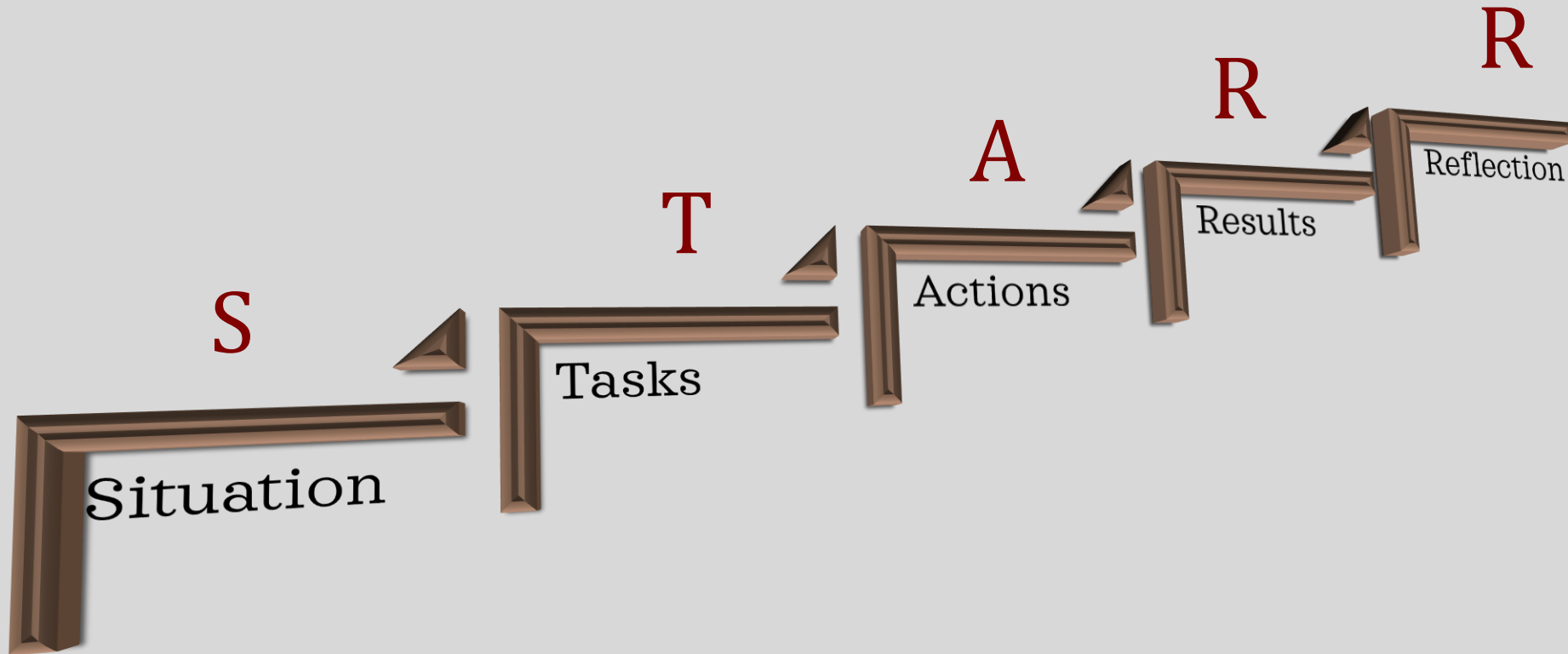
Tips for your interview

After the interview

• Reflect and take notes: what went well and what could be improved?

• Do not take it personally!

• Ask the HR Recruitment Team for feedback

Preparation to the selection interview

COMPETENCE: Teamwork

"Describe a challenging situation where you were not able to reach your objective in a team"

COMPETENCE: Team work - *"Describe a challenging situation where you were not able to reach your objective in a team"*		
S	**SITUATION** What was the context? Where? How long? Who were the stakeholders? What was the assignment? What was the objective? What was the greater outcome that was expected?	
T	**TASKS** What were YOUR specific role and responsibilities? What were the stakes?	
A	**ACTIONS** What did you do specifically do? With whom? For how long? Which options did you explore? What did you take into consideration?	
R	**RESULTS** What was the outcome? Did the outputs support the greater outcome? What did you achieve? If not, What contributed to the failure? What did you prevent, if anything?	
R	**REFLECTION** What have you learned from this situation? What will you do differently from now on?	

Microsoft Word Document

Situational
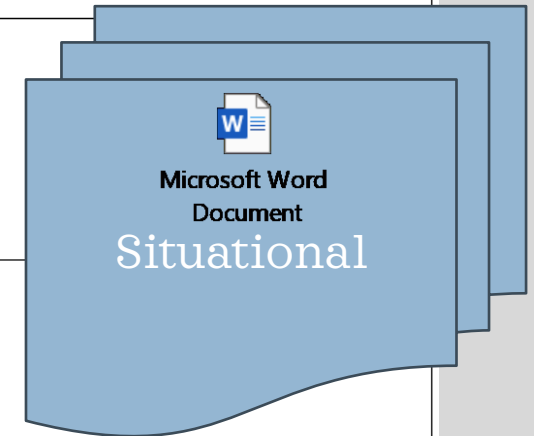
Interview structure

| Intro (chair) | Self presentation | Job related | Soft skills | Questions |

"High Power" body language (top row)
vs.
"Low Power" body language (bottom row)

(Images courtesy of Amy Cuddy, Harvard University)

Non-verbal communication during interviews

- Click here

HIGH POWER BODY LANGUAGE

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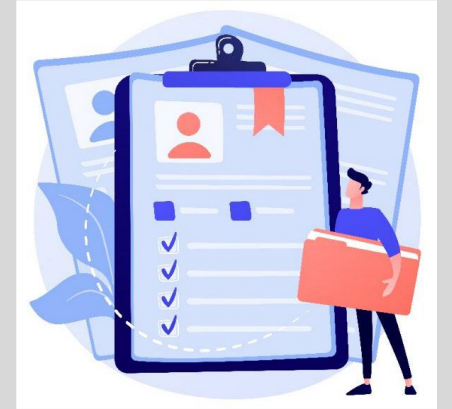
03
CV writing

Curriculum Vitae

CV

◦ Language (?)

◦ 5 pages max

◦ Include a little introduction of you and your professional career and goals

◦ Well structured, with bullet points for each function. If worked in different domains in the same position, divide your functions or tasks by domain

◦ First, experience (starting with most recent) and Studies at the end

◦ [Europass](#) (recommended but not compulsory)

Apply what you learn?

- EC Blue Book Traineeship programme - Blue Book Traineeship programme

- JRC Recruitment Portal

- Traineeships | EU Careers

The end

Thank you for your attention