

The guide to

# Interviews

*in the Netherlands*



2024

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Going through interviews can be quite stressful and sometimes we wish we could just have a perfect script, a perfect recipe to follow to guarantee us success. Even though there isn't a perfect recipe you can just follow step by step, we will try to give you our best advice. In this guide, you will be able to learn more about every step of the interview process and receive tips and tricks for each of them! We are sure that by the end of this guide, you will be in possession of all the necessary tools to impress at any interview.

## Guide Plan

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- Introduction call
- Intake call
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- Online interviews
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## Introduction Call

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**Duration: 10 minutes**

This step is not mandatory as it can also happen via email but we want you to be prepared for any situation. This will be your first interaction with your recruiter, this is the call you receive right after they see your amazing application.

During this call the interviewer will evaluate you rapidly, they will want to see how you express yourself, ask for any missing information from your CV and finally ask for your availability.

When you are applying it is important to always be ready for a phone call. By ready, we mean that you should try to sound dynamic and smiley through the phone when you reply. We know that sometimes it can be annoying as you may also receive spam calls, but unfortunately, impressions are made within the 7 seconds someone meets you for the first time. It cannot hurt to give your best when answering.

### Tips:

- Be dynamic when you talk
- Be smiley, a person's tone changes while smiling.
- Sound excited
- When being offered interview dates try to choose the closest date to demonstrate your motivation

## Intake Call

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### Duration: 15-20 minutes

The usual structure of an intake interview is the following :

- Presentation of the interviewer
- Presentation of the brand
- Presentation of yourself
- Presentation of the job
- Questions about you
- Questions about your experiences
- Questions about your comprehension of the vacancy.

At the end of the intake interview, the recruiter knows whether or not you fit the role as well as if you will thrive within the company culture.

It is important that you keep in mind that the recruiter will be evaluating you on different criteria during this interview: communication skills, behaviour, personality, and capacity to present your experience in accordance with the opportunity... As you may have guessed by now, even if it is short, it is not an interview to go unprepared for. They are questions that you can and should have an answer ready for.

### Questions to prepare:

- **Can you present yourself?** If there is **one question** you should have a prepared speech for, it is this one. It will be asked throughout the [whole interview process](#). Unfortunately, candidates tend to lose themselves in the question and go back and forth when

remembering details they forgot to mention. In order to avoid that, the most efficient way to answer is the **funnel method**.



The funnel method consists in **starting with general information about yourself and ending your answer with specific information**. The perfect way to answer would be to first quickly present the **values** and **qualities** that define you best, your **educational background** as well as less significant experiences that are still worth mentioning and to end with the most interesting **work experience**. By interesting, we mean the one that is closest to the job you applied to or gave you the most important skills for the new role. This last part shows the recruiter that you did your research, know how to present yourself efficiently as well as started to picture yourself occupying the role.

- **What kind of job you are interested in?** This question is specific to Recruitment agencies, not companies. the recruiter is trying to see two things: if you understood the job description and if you match other roles they have available.
- **What is your understanding of the job description?** There, it is important for you to be able to provide your own explanation of the job description and not just read back to the recruiter the job offer you found online. This is an opportunity as well for you to align the position's mission you are applying for with experiences you've had previously.
- **What is your ideal work situation? What kind of companies do you see yourself in?** Here, the recruiter wants to see what kind of work environment you are hoping for, how you view your colleagues as well as how you act as one.
- **Why do you think you are a good fit?** This is an alternative question to the one mentioned before. Here the recruiter expects you to demonstrate your knowledge of the position as well as your ability to match your skills to the position's requirements. Do not forget to justify everything you state to the recruiter.

For example, don't just say "I am extremely creative", but "I am extremely creative as you can see with my job experience in 2020 where I got the opportunity to rebrand my brand's social media completely and rose up to the challenge".

- **Why you are looking for a job? Why did you leave?** Here the recruiter is trying to figure out how it went with your previous company. Did you get fired? What was missing from

your previous job? Make sure that the answer you give is not negative towards your previous employer. Indeed, it gives the recruiter an idea of how you would speak about their brand if you happen to leave at some point. Answer honestly and stay neutral.

- **What kind of person are you? How would your friends describe you?** This question allows the recruiter to perceive whether or not you fit into the company's environment as well as the team you would be working with. It is essential to be yourself as it is important that you end up in a company in which you feel comfortable.
- **Why the Netherlands? When do you plan on moving?** If you are an expat that hasn't moved to the Netherlands yet ([housing guide](#)) make sure you have a precise answer to that question. Indeed, the recruiter won't present you to their clients if they feel that your plan to move here is not serious. To answer correctly to this question make sure to mention, the date you plan on moving, where you think about living, if you already have been to the Netherlands, and if you know someone already living here...
- **What languages do you speak?** As we are a recruitment agency specialised in the recruitment of multilingual job seekers, it is important for us, that you are able to share your language proficiency with the [CEFR levels](#) so we can show an accurate representation of your skills to our client.
- **What is your salary expectation?** It is important for you to prepare that question and justify the salary you aim for. Make sure to study the market in the Netherlands, look up the salary given to similar positions. The salaries are different in each country so make sure you research salaries within your country of choice. You cannot expect a company to match salaries from your own country.

## Preparation Call

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### **Duration: 30-40 minutes**

This step is specific to Abroad Experience Recruitment International agency as we wish to accompany our candidates to the best of our abilities. We will offer you a preparation call once our client asks for an interview with you. This call is made to help you during your first meeting with the company you are interviewing for. The goal is for you to practice and receive all the information you need to ace the interview. At that point, we will share with you the name of the company and its website so you have the ability to do some research beforehand.

The usual format of this interview is the following:

- Ask for your understanding of the company
- Share the information you missed
- Ask you to present yourself
- Tell you which skills you should highlight
- Share the company's culture
- Present your future interviewer and his expectation
- Ask you if you have any questions prepared for the interview
- Ask if you have any questions for us

Make sure that you come prepared for the interview, otherwise, we won't be able to help you properly. Check out the website, the company's value, your future interviewer's LinkedIn... Anything you would do to prepare for the actual interview.

It is always important to have questions prepared when going to an interview. This shows the company that you have done your research, are interested and are picturing yourself working with them. We will share with you questions you should ask during an interview later in this guide.

#### Tips:

- Take advantage of the call and write down everything that is said
- Take into account the advice given
- Treat the call as if it was a real interview
- Prepare questions beforehand so we can give you every information you need
- Do not stress, you are not being evaluated, we are just here to help.

## First Interview

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### **Duration: 40-60 minutes**

This will be your first meeting with your future company. During this first interview, the recruiter will try to get to know you better, evaluate your understanding of the company and the job offer. As you went through a recruitment agency the interviewer will probably directly be someone from your future team. This means that they have a precise knowledge of the role you are trying to get so make sure you understand it completely and prepare examples that match the job missions.

The usual format is the following, it is pretty similar to the intake interview:

- Presentation of the recruiter
- Presentation of the brand
- Presentation of yourself
- Presentation of the job
- Questions about your understanding of the job offer

- Questions about your experiences
- Questions about your motivation
- Questions about you
- Questions about your behaviour as a colleague.
- Time for your questions

The interview aims to paint a general picture of yourself so the interviewer can see if you fit within their company. They will go more in-depth about your skills and experiences to see if you have the ability to occupy the role.

#### Tips:

- Give clear and honest answers
- Always give an example when affirming anything about yourself.
- Never talk negatively about previous employers
- Never go to an interview without any questions

## Online interview

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Since the Covid crisis, this type of interview has become a staple of recruitment processes. It has been completely democratized and is now an almost unavoidable step of your job search journey.

First and foremost before the interview, you should prepare your background. Indeed, cameras have now quite a wide angle so make sure that your room looks nice and is well-presented. It will, unfortunately, be part of your first impression so make sure you put any distracting and non-appropriate objects away for the duration of the interview. The safest bet would be either to position yourself in front of a white wall or use the blur effect from Teams or Zoom.

Always check if everything is working correctly before the interview. You do not want to spend the first minutes of your interview stressfully trying to make your internet or microphone work. Ask a friend to call you an hour before so they can help you check everything beforehand.

#### Checklist:

- Stable internet connection
- Your microphone is plugged in and set on your computer
- Your camera is working
- Your background is clean and neutral.

Make sure you have a nice posture and that you talk like you were in the same room as your interviewer. Take advantage of the fact that they can see you and show them that you are a

motivated and lively person. Do not hesitate to speak with your hands to illustrate what you are saying.

Concerning the outfit, two options are available to you. You can either decide to be comfortable by only dressing up your top and wearing your comfortable pyjamas on the bottom or dress up as if you were going to a face-to-face interview. Both options, are fine as long as you are certain you won't have to get up during the interview.

Finally, the fateful moment of the interview arrives. 10 to 5 minutes before the interview enter the meeting. First of all, so you can ensure that you are able to join it. In case you are not able to, you want to be able to warn the interviewer before it starts. Secondly to be able to do a last check-up of your background and finally to prepare yourself mentally.

#### Tips:

- You can have notes on Word on your screen to help you remember your main points.

## What to wear to a face-to-face interview

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Even if nowadays the workplace dress code has become more and more casual, we would advise you to stick with the classics for interviews. The easiest outfit to pull off is a shirt with straight pants and a blazer or jacket if you fancy. For your shoes you can use your white sneakers if the company is modern, otherwise, you can always wear your pumps or derby shoes.

## Questions to ask

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- ***What is the reason behind this job opening?***

This is the first question to ask as it gives you the context behind the job opportunity. Is the company growing? Did someone leave? etc.

- ***What would you say the company culture is?***

Many companies have a culture that is particular to them. Does this company attract younger, dynamic and enthusiastic go-getters or more senior, structured and dependable employees? Do you see yourself fitting in with them?

- ***Can you tell me how the role fits into the overall structure of the organisation?***

It is helpful to understand the internal hierarchy and relationships between departments and this question demonstrates your interest in the role and your overall standing within the corporate structure.

- ***What have you enjoyed most about working here?***

With this question, you can connect with your interviewer on a personal level while also learning a lot from their answer and body language about whether you will be happy in the position with the company.

- ***What is the project you are the proudest of?***

This question allows you to learn more about the type of project you will encounter within the company.

- ***Can you tell me about the team I will be working with?***
- ***How do you train new employees?***

There are of course other questions you can ask but here are the main ones that are always great to use during an interview. Do not feel obligated to ask all these questions, 3 are more than enough.

Lacking questions at the end of the interview is not appreciated by recruiters. It could even cost you your whole interview!

## Last little tips

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- Prepare a document with the main information you need to remember.
- For each mission in the job description prepare an example from your own experience.
- Go to the company's LinkedIn page and look at their employee profiles with a similar job to the one you apply for. It will help you see what kind of profile they are looking for.
- Always rehearse your interview if possible with a friend.
- Always be honest, in the Netherlands exaggeration is not appreciated.
- Always come with a pen and a notepad for face-to-face interviews.
- Bring a copy of your resume to the recruiter.
- Be confident, and remember that if we send your CV it is because we think you have potential!

Abroad Experience International Recruitment wishes you the best of luck with your next interview!



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