



**SKILLHUS**

# **Interview Preparation Guide**

## Welcome to Norway

Living in Norway is a dream that many have, and who can blame them! It's a beautiful country, with a high quality of life and many opportunities. However, relocating doesn't come without its challenges. As a non-native Norwegian, it can be difficult to understand all of the nuances that are associated with going through the recruitment process in Norway. Maybe you're asking yourself questions like: how many interviews does a typical recruitment process have in Norway? What should I wear? How should I answer typical interview questions that may come up? We address these questions and more in the next few pages! It is our hope that this guide will assist you in preparing for an interview in Norway. Just remember that you've got this, and we at Skillhus believe in you.

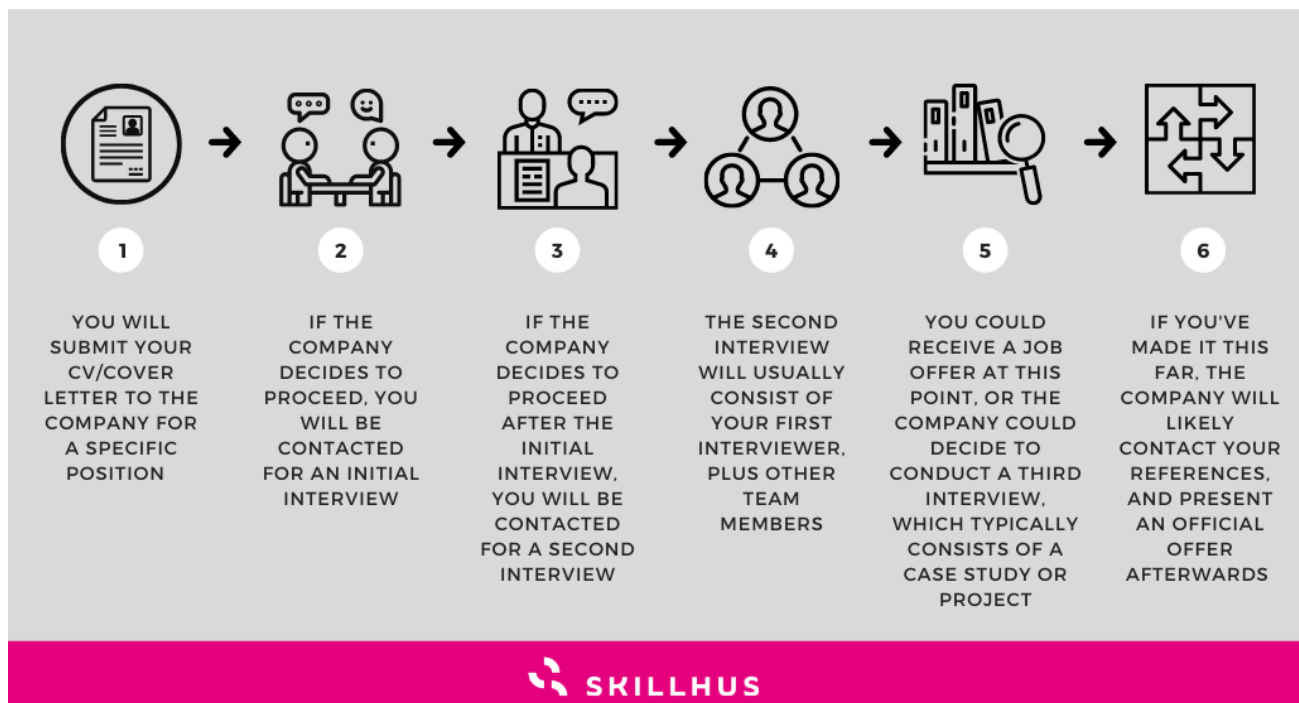
## Who is Skillhus?

Skillhus's founder, Jyoti Sohal-David, started Skillhus in November 2019, based on a matter very close to her heart - her husband's experience as a skilled migrant looking for work in Norway. Jyoti's husband is from Australia, and the problems that he faced while looking for skilled work in Norway made Jyoti realize just how big of a need exists for a company that specializes in bridging the gap between skilled international talent and the Norwegian workplace, as well as diversity, equity, inclusion and belonging (DEIB) training in Norwegian companies. As a result of this realization, Skillhus was born.

## The Recruitment Process in Norway

As is the case anywhere else, the recruitment process in Norway varies between companies and is largely dependent on how hiring practices are carried out within the specific organization. We've created this guide to assist you in best preparing for and completing interviews in Norway. We hope that the information, tips, and tricks that we've included throughout this document will be helpful to you during your recruitment journey in Norway.

### The Recruitment Process



### The Interview Process

How exciting - you've been invited to an interview! It's normal to be nervous at this stage, but just remember - you've made it this far because the company *wants* to hire you, and thinks that you're qualified for the job. Preparing for an interview in Norway isn't much different than in other countries. You should:

- Arrive 5-10 minutes before your scheduled interview
- Bring all relevant documents, as well as a pen and paper for notes
- Dress appropriately for the workplace (*go to page 10 for more information*)
- Make eye contact and smile
- Sit up straight and try to keep your arms and legs calm

- Speak clearly, and appear genuinely interested in the position you're interviewing for

The same rules apply for interviews conducted online, via Zoom or Google Meet: make sure you know where the interview meet link is located, and join on time. Have your CV up and ready, either on your screen, or printed next to you, as well as the company website, or any notes that you have taken while preparing for the interview.

It is also a great idea to research typical interview questions and prepare your answers, as they will probably come up. If you are a LinkedIn Premium member, you have access to [LinkedIn Learning](#), which has some great courses on interview preparation.

In Norway, it is very common to have 3, or even 4, interviews before a decision is made. After the initial interview, there is typically a second interview, followed by a case study or task, and then another interview where a decision is communicated. This is the norm, but there are of course exceptions. It is important that you establish a timeline for the process in the first interview. Some companies take months to go through this process, while others are faster. On average, it takes about 4-6 weeks to get from first interview, to final decision. Just be patient, and follow up if you haven't heard anything.

### **Preparing For The Interview**

Preparing for an interview is a very important step in landing the job that you want. If you're well prepared, you will feel calmer, more in control, and sufficiently knowledgeable about the role and the company that you're hoping to work with. Put in the work to prepare for the interview beforehand, so that you can show the best side of yourself when the day comes.

Here are a few tips that will help you in your interview preparation:

1. Make sure to research the organization prior to the interview. Take a look at the company's website or social media platforms for insight into their history, mission, values, and upcoming projects or goals. Before you go into the interview, you should understand enough about the company that you're able to answer questions about why you would want to work for them, as well as be able to ask a few questions of your own that pertain directly to the information you've gathered on the company.
2. Study the job description and make note of skills, qualities, and experiences that it specifically mentions. Prepare possible responses to questions that highlight your relevance to the position based on their description, and allow you to tie your answers back to your skillset and experience whenever possible.
3. Carefully consider why you are interviewing for this position, and how your qualifications align with the role description. Review your CV, and make sure you are able to articulate why your skills and experience are relevant to the position. Be prepared to showcase your expertise in a constructive and impactful way during the interview.
4. Practice your response to common interview questions, and prepare questions

that you will ask the interviewer about the company, role, and themselves. If you need someone to practice with, we offer mock interview training to our candidates! (See page 11 for contact information).

5. Don't wait until the day of the interview to figure out where it will be taking place. Spend time researching how exactly to get there and how long it will take to get there, and make a plan for when you should leave to give yourself enough time to arrive 5-10 minutes prior to the start of the interview - remember that there could be traffic or unforeseen delays, so don't cut it too close! If the interview will be conducted online, make sure that you have a good connection to the internet, and that you are in a quiet space with no distractions or interruptions.
6. Prepare at least 3 questions you will ask during the interview. By asking questions, you show enthusiasm and interest for the role, the company, and your possible place on the team in the future. It is also important to keep in mind that an interview is an opportunity for you to find out if you'd like to work with the organization - not just a chance for them to find out if they'd like to work with you.
7. Understand that typically, an interview will last for 30 – 60 mins. Make sure that you have the time set aside without distraction.

## Interview Questions

Each interview will be different, but there are typical questions that make their way into the conversation time and time again. You may not be asked all of these questions, but it is wise to make sure that you have answers prepared for as many "typical" interview questions as possible, so that you're not caught off guard. When responding, don't rush it or be afraid to take up space while you answer. Remember that they invited you for the interview for a reason: they are just as interested in you as you are in them, and they *want* you to succeed!

*Typical interview questions and helpful tips for responding:*

Question:	Helpful tips for response:
Tell me a bit about yourself.	Make sure that your answer to this question is focused on sharing details about yourself/your past experience that are relevant to the position. It isn't necessary to mention your new puppy, or tell your life story here.
Why are you interested in this role/company?	Your response to this question should be genuine, but still focused on the role that you're interviewing for. This question

	provides a great opportunity for you to show that you've done a bit of homework on the company, and have taken the time to consider why you want to work there, and showcase what you feel you would bring to the table.
What are your weaknesses/development areas?	It is important to be honest in this response, and not say something like "I care too much" or "I'm too good at my job". After you share what you consider to be your professional weakness, you can follow it up by saying that you recognize this trait in yourself, and you are working to address it by doing xyz (give specific examples).
Tell me about your previous work experience.	In response to this question, make sure that you're sharing experiences and specific milestones or achievements that are relevant to the position you're interviewing for. Truly understand which responsibilities you'll take on if you're hired, and prepare a scenario or story to share that showcases a response to each requirement listed in the job ad.

## Competency Based Interviews

Competency-based interviews, also known as behavioral interviews, feature questions designed to determine how you have used specific skills in previous experiences and how you generally approach problems, challenges, and tasks. Questions in these types of interviews generally require you to demonstrate that you have the skills the employer is looking for by providing examples of situations you've faced in the past and what you did in those situations. These types of questions are often asked in first interviews to gain a better understanding of who you are as a person. We use this model in Skillhus too!

*Competency Based Interview question examples:*

Describe a time when you went above and beyond.	Tell me about a situation where you had to give difficult feedback.
Have you ever had to motivate others? How did you do it?	Tell me about a time that you made a mistake. How did you handle it?

Tell me about a time you worked with other departments to complete a project.	Describe a time when you were under a lot of pressure at work. How did you react?
Tell me about a time when you disagreed with your boss. How did you resolve it?	Tell me about a time when you set and achieved a specific goal.

One of the simplest and most effective ways of answering competency based interview questions is to use the [“STAR” method](#). It is also important to try to choose examples that are relevant to the position that you’re interviewing for.

The STAR method is described in more detail as:



Source: Indeed.com

## Questions To Ask the Interviewer

At the end of an interview, the interviewer will typically ask if you have any questions for them. Your answer should **always** be yes! Asking relevant questions shows the interviewer that you’ve put thought and consideration into preparing for the meeting, that you’re interested in the role and the company, and that you’re seriously considering whether or not this is what you want long-term. By asking questions, you show enthusiasm and interest for the role, the company, and your possible place on the team in the future.

*Question examples:*

What are the day-to-day responsibilities of this position?	Could you describe your diversity and inclusion initiatives within your organization?
What does your onboarding process look like?	What is your favorite part about working here?
Could you describe/go into more detail about the workplace culture at your organization?	What are three qualities that would make someone excel in this role?
What are the company's most important business goals for the next five years and how do you expect my team to contribute towards them?	What are the next steps in the recruitment process?

## First Impressions

Within the **first few seconds** of meeting, people will have a solid impression of who you are. During an interview first impressions really do matter - but your overall performance is just as important. Below are some dos and don'ts to keep in mind during an interview.

### Please do 😊

- Be on time!
- Greet the interviewer by name with a handshake and smile (if in person)
- Maintain eye contact
- Listen to the questions carefully before responding
- Ask for clarification if you don't understand a question
- Have responses to typical interview questions and questions for the interviewer prepared
- Be honest and most importantly - be yourself. The right company and position for you won't want you to be anyone else

### Please don't 😞

- Be unprepared for typical interview questions. Practice beforehand
- Interrupt the interviewer until they have finished talking or have finished asking you the question
- Answer questions with a yes/no. Explain your response whenever possible
- Make negative remarks about your previous employer or colleagues
- Treat the interview casually
- Ask about salary, bonuses, or holiday on the first interview, unless you know that you're going to be offered the position

## FAQ's



### **How should I prepare for the interview?**

Check out pages 4 & 5 of this guide!

### **What time should I arrive?**

Punctuality is highly valued in the Norwegian workplace; it's very important to be on time for your interview. If you are late, it can imply that you are not very interested in the position. It's good to be about 5-10 minutes early and, if you are running late, it's important not to stress too much, but to give the company/interviewer a call and let them know.

### **What should I wear?**

It's important to look professional, but to also be yourself. As far as professional dress codes go, Norway is usually quite casual in comparison to other places. However, it is wise to put in some effort to look presentable for your interview. It could be smart to have a look at their website to get an idea of the culture and dress code of the employees. If you are really unsure, ask the interviewer!

### **How should I end the interview?**

It is always courteous to thank the interviewer for his/her/their time, and to finish off by asking how they foresee the process moving forward. This will give you a deeper understanding as to when you could expect a response.

### **Should I send a thank you email?**

Whether you are used to sending a thank you email post interview is largely based on professional culture practices in your location. In Norway, it isn't necessarily typical to send a thank you email after an interview, but it is still a good idea in our opinion, and will never be an unwelcome gesture. Keep the email short and genuine.

### **How long should I wait before I reach out to the company again?**

The length of time between your interview and a response as to whether or not you will continue with the interview process depends largely on the company and their recruitment procedures. If you are not given a set timeline during the interview, and haven't heard back from your interviewer in 1-2 weeks, it would be advisable to reach out either via email or a phone call to inquire about the plan moving forward.

### **When will I find out if I will be offered the position?**

The total length of the recruitment process is highly dependent on the specific company that you have interviewed for. The process can take anywhere from 1-6 weeks, on average. It is important to establish an estimated timeline with your interviewer. If you have not heard anything shortly after that timeline has passed, it is appropriate to reach out to the interviewer and inquire as to where they are in the process.

## Skillhus as a Resource

As a Skillhus candidate, you receive access to interview prep with our team of specialists. This includes mock interviews and feedback, as well as access to webinars, panel discussions, and live Q&A's to help in your job search. Contact us (*see details on page 11*) to schedule a meeting.

We hope that you have found this guide useful. If you'd like more information on job seeking in Norway, check out our comprehensive Job Seekers Guide to Norway [HERE!](#)

## Get in touch



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This guide has been created with inspiration from RefugeeTalent's wonderful work with their interview guide.