

Guide for an application in the IT sector

# Getting through the application process

## 1. Preparation:

- Find out about the company, its culture and current projects.
- See what software is important for the job and find out about it. Even if you don't know the software yet, it shows your commitment if you already know what you will be dealing with.
- Make sure you know your own application materials well in case questions are asked about them.
- Prepare your answers to frequently asked (technical) questions.
- Choose an outfit that you feel comfortable in and that is appropriate for the occasion, for example business casual.

## 2. The job interview

- Punctuality is a must! Check out where the company is located before the interview to make sure you know the way and will be there on time.
- Be aware of your skills. You can do this by making a list of your strengths and technical skills before the interview to give yourself an idea of your abilities. If you know what you can do, it will be easier for you to convince others of it.
- You can use examples from past experiences to support your skills and soft skills. You can tell about projects you have done and which of your skills helped you.
- Prepare questions about the company, the team and the position. For example, you can ask what team-building activities are offered or what a typical day is like in the advertised position. Of course, you should feel comfortable with the questions and remain authentic.

## 3. Follow-up:

- After the interview, send an email to thank them for the opportunity and re-emphasize your interest in the position.
- If the interview took place some time ago and you have not heard back yet, you can ask about the status of the application process in an email or phone call.

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