



Preparing for the Job Hunt

Career Course

Career Lab: Plan, Practice, Succeed

PhD Anita Gaile



Career Lab: Plan, Practice, Succeed

1. Introduction to Career Planning
2. Understanding the Career Landscape
3. Job & Internship Search Strategies
4. Preparing for the Job Hunt
5. Professional Skills and Attitudes at Work
6. Long-Term Career Well-Being



Preparing for the Job Hunt

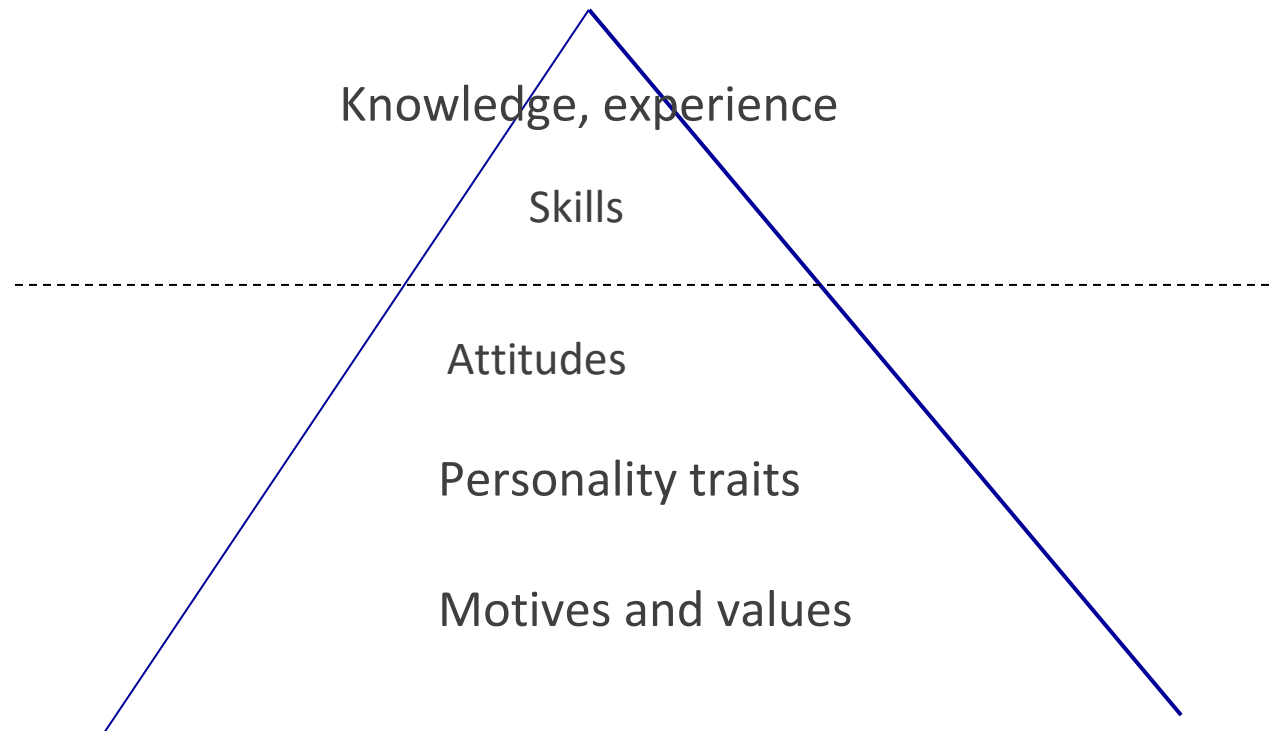
Mastering the interview process:
In-person, virtual, and group interviews
What employers look for
How to ask thoughtful questions
Discussing salary and benefits





What employers look for





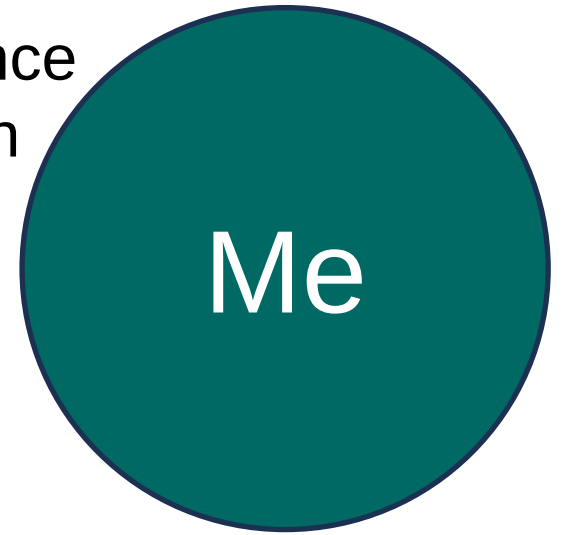
**Make job search your job
by approaching it
strategically, not randomly**

Plan specific days and times
to look for opportunities,
prepare applications, and
attend interviews, instead of
searching in a constant rush



Start by understanding
your strengths and goals, then adapt your CV for each position, highlighting the most relevant experience rather than including everything

My competence
My motivation
My values
My interests
My contacts
....



Treat **job hunting as a structured work process** that includes researching roles, tailoring your documents, practicing interviews, and networking – this focused approach will make your search far more effective





Mastering the interview process



Job interview structure



1. Welcome
2. Introduction
3. Questions from employer
4. Questions from candidate
5. Next steps
6. Farewell



In-person, virtual, and group interviews



Phone interview



Brief Conversation to Get Introduced

If the call comes at a bad time, politely suggest another time

If you don't hear the company name, ask again to clarify

In-person

Structured interview focusing to analysis of the behaviour in order to obtain as possible precise information on candidates behaviour in specific work situations

During interview it is considered:

- Behaviour in certain situations
- The way of thinking
- Emotional attitude towards events and reactions
- Ability to learn from experience



The structure of behaviour-based interview:

STAR:

- **Situation** – tell me action when you...
- **Task** – what task you were to accomplish...
- **Activity** – what exactly did you do?
- **Result** – what was the outcome of your activity?



Situational interview:

- what do you think how you will act in specific situations
- If the customer will be complaining about the quality of food, what would you do?





Virtual interviews



Let's make diagnostics for a remote interview

- Check the lighting (the light source from the front)
- Appropriate background
- Camera at eye level, put yourself in the center
- Be aware of your body language
- Warm up your voice, stretches and humming
- Brighten your expression
- Appropriate dress (not too casual, not too dressed up)
- As a speaker you have to manage situations
- No multitasking, only 100% focus



Recorded interviews

..see advice on remote interview



Group interviews

Good to get the first impression

Evaluate the collaboration skills

Assess leadership skills



Work samples, tests





How to ask thoughtful questions?

Question to ask during job interview (1/2)

1. What are the company's values? What characteristics do you look for in employees in order to represent those values?
2. What will my daily routine will look like? What is the value people create in this role?
3. What are the most important things you'd like to see someone accomplish in the first 30, 60, and 90 days on the job?
4. How will I be trained?
5. Is there anything about my background or resume that makes you question whether I am a good fit for this role?
6. Who are the people I'll be working very close together?

Question to ask during job interview (2/2)

7. Where is the last person who held this job moving on to?
8. I've read about the company's founding, but can you tell me more about...?
9. Where do you see this company in the next few years?
10. What can you tell me about your new products or plans for growth?
11. What are the current goals that the company is focused on, and how does this team work to support hitting those goals?
12. What do you like about working here?
13. What gets you most excited about the company's future?

Question to ask during job interview

- Can you tell me about the last team event you did together?
- What's your favourite office tradition?
- What are the next steps in the interview process?
- Is there anything else I can provide you with that would be helpful?
- Can I answer any final questions for you?

Pick 2–3 of the best questions from the list so it's not too much

Not asking anything also feels awkward — what's the next step when there's nothing left to ask?



Discussing salary and benefits

How to talk about salary ?

- It's always the employer who asks about salary — it's not advisable for the candidate to bring it up
- Don't ask the question about salary in the 1st or 2nd round of hiring process. That's something to discuss in the final rounds
- Know your worth

Where can I find information about salaries?

Salary research and comparison platforms

Algas.lv (A specialized Latvian salary comparison website)

- You can select a job title, industry, and region
- It shows the average gross salary and the most commonly offered benefits (bonuses, insurance, flexible working hours, etc.)
- You can anonymously compare your salary with others

Cv.lv

Salary Section provides salary survey results by job title and region.

Includes a section for comparing benefits (e.g., “what is most commonly offered in the IT sector,” etc.).

Glassdoor.com

An international platform that also features information about some Latvian companies.

Available:

- Salary ranges for specific companies
- Employee reviews about the work environment
- Information about additional benefits (e.g., paid vacation, insurance, meals)

Where can I find information about salaries?

Company Websites and Job Listings

Many companies now openly list salary ranges and additional bonuses in their job ads.

Company's career section or on job listing platforms:

- cv.lv
- cvonline.lv
- visidarbi.lv
- linkedin.com

HR and Recruitment Company Reports / Surveys

Amrop / Fontes - Salary surveys for management and specialist roles (PDF reports)

Simplika - Salary and labor market trends in the Baltics

Manpower - Salary forecasts and employee benefits practice reports

WorkingDay - Publishes market trend data

Experience Sharing Platforms/Forums

Reddit (e.g., *r/latvia*) – users often share salary experiences anonymously

Facebook groups:

- *Karjeras iespējas Latvijā* (Career Opportunities in Latvia)
- *Darbs Latvijā* (Jobs in Latvia)

LinkedIn polls/comments - discussions about salaries and work environments among companies and employees



Farewell

...thank for the opportunity to present yourself, time dedicated to you
and express wish to hear from employer soon...



Follow-up

Employers usually answer within 2 weeks

Follow-up with recruiter if you haven't received answer in this term



2025

